

Public Document Pack



Executive Board

Thursday, 14 March 2024 2.00 p.m.
The Boardroom, Municipal Building

S. Young

Chief Executive

ITEMS TO BE DEALT WITH IN THE PRESENCE OF THE PRESS AND PUBLIC

PART 1

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1. MINUTES	1 - 8
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary interests, to leave the meeting during any discussion or voting on the item.	
3. DEPUTY LEADER'S PORTFOLIO	
(A) MENTAL HEALTH IN CONSTRUCTION	9 - 11
4. CORPORATE SERVICES PORTFOLIO	

*Please contact Gill Ferguson 0151 511 8059 or
gill.ferguson@halton.gov.uk for further information.
The next meeting of the Committee is on Thursday, 18 April 2024*

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7. SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985	
<p>PART II</p> <p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.</p>	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

EXECUTIVE BOARD

At a meeting of the Executive Board on Thursday, 22 February 2024 in The Boardroom, Municipal Building

Present: Councillors Wharton (Chair), Dennett, Harris, M. Lloyd Jones, J. Lowe, T. McInerney, Nelson, P. Nolan, Thompson and Wright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, E. Dawson, G. Ferguson, Z. Fearon and J. Gallagher

Also in attendance: None

**ITEMS DEALT WITH
UNDER POWERS AND DUTIES
EXERCISABLE BY THE BOARD**

	<i>Action</i>
<p>EXB83 MINUTES</p> <p style="padding-left: 40px;">The Minutes of the meeting held on 18 January 2024, were taken as read and signed as a correct record.</p> <p>LEADER'S PORTFOLIO</p> <p>EXB84 THE CORPORATE PLAN</p> <p style="padding-left: 40px;">The Board considered a report from the Corporate Director Chief Executive's Delivery Unit, which provided an overview of the new Council Corporate Plan and outlined the next steps for the Plan to come into effect from April 2024. The Corporate Plan would be the Council's key strategic document and it would set out the main vision, themes and values of the Council for the next 5 years. A copy of the Plan document was attached to the report.</p> <p style="padding-left: 40px;">RESOLVED: That</p> <p style="padding-left: 40px;">1) the report be noted and the Board recommends to Council that the new Corporate Plan be approved; and</p> <p style="padding-left: 40px;">2) the Scrutiny Chairs' Group be requested to consider</p>	<p>Corporate Director - Chief Executive's Delivery Unit</p>

changing the titles of the Policy and Performance Boards to bring them in line with the new Corporate Plan 6 key priorities.

EXB85 CALENDAR OF MEETINGS 2024-2025

The Board received a report of the Chief Executive, which set out the proposed Calendar of Meetings for the 2024/25 Municipal Year, which was appended to the report for information.

RESOLVED: That Council be recommended to approve the Calendar of Meetings for the 2024/25 Municipal Year, as appended to the report.

Chief Executive

CORPORATE SERVICES PORTFOLIO

EXB86 TREASURY MANAGEMENT STRATEGY STATEMENT 2024/25

The Board received the Treasury Management Strategy Statement, (TMSS) which incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) Strategy for 2024/25.

The TMSS was appended to the report and detailed the expected activities of the treasury function in the forthcoming financial year (2024/25). Its production and submission to Council was a requirement of the CIPFA Prudential Code and the CIPFA Treasury Management Code.

The Local Government Act 2003 required the Council to have regard to the Prudential Code and to set Prudential Indicators for the next three years, to ensure that the Council's capital investment plans were affordable, prudent and sustainable.

The Act therefore required the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy (AIS), which set out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments. Government guidance notes stated that authorities could combine the TMSS and the AIS into one report, which the Council had done and was included in Section 4.

Members noted that the production of a Minimum Revenue Provision Policy Statement was required and a formal statement for approval was contained within the

report at paragraph 2.3, with the full policy shown in Appendix A.

RESOLVED: That Council be recommended to adopt the policies, strategies, statements, prudential and treasury indicators outlined in the report.

Operational
Director - Finance

EXB87 CAPITAL STRATEGY 2024/25

The Board considered a report of the Operational Director – Finance, on the Council’s Capital Strategy for 2024/25.

It was reported that all councils were required to produce a Capital Strategy annually, the aim of which was to ensure that the Council understood the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

Members were advised that the Capital Strategy should be read in conjunction with the Treasury Management Strategy Statement, included on the same agenda; this detailed the expected activities of the treasury management function and incorporated the Annual Investment Strategy (AIS) and the Minimum Revenue Provision (MRP) policy for 2024/25. It was noted that the successful delivery of the Capital Strategy would assist the Council in planning and funding its capital expenditure over the next three years.

RESOLVED: That Council be recommended to approve the 2024/25 Capital Strategy, as presented in the Appendix attached to the report.

Operational
Director - Finance

N.B. Councillors Thompson and Wharton declared a Disclosable Pecuniary Interest in the following item of business as they are both members of the Mersey Gateway Crossing Board.

EXB88 2023/24 SPENDING AS AT 31 DECEMBER 2023

The Board received a report from the Operational Director – Finance, advising of the Council’s overall revenue and capital net spending position as at 31 December 2023, together with a forecast outturn position.

Appendix 1 presented a summary of spending against the operational revenue budget up to 31 December 2023 and Appendix 2 provided detailed figures for each individual Department. It was reported that in overall terms the outturn forecast for the year showed that net spend

would be over the approved budget by £7.144m. Appendix 3 presented the Capital Programme as at 31 December 2023, highlighting the schemes which had been revised.

RESOLVED: That

- 1) all spending continue to be limited to only absolutely essential items;
- 2) Executive Directors continue to take urgent action to reduce or defer spending for the remainder of the current financial year, or secure additional funding;
- 3) Council be requested to approve the revisions to the Capital Programme as set out in paragraph 3.24; and
- 4) a review of outstanding sundry debts is undertaken as outlined in paragraph 3.31, particularly within Adults and Community and Greenspaces, to facilitate debt collection, reduce the level of outstanding debt, and avoid increasing bad debt provision.

Operational
Director - Finance

EXB89 BUDGET 2024/25

The Board considered a report from the Operational Director, Finance, which outlined a recommendation to Council in respect of the Budget, Capital Programme and Council Tax for 2024/25.

The Medium Term Financial Strategy (MTFS), approved at the Executive Board meeting on 16 November 2023, had identified a funding gap of around £3.743m in 2024/25, £0.495m in 2025/26 and £1.347m in 2026/27. The Strategy had the following objectives:

- Deliver a balanced and sustainable budget;
- Prioritise spending towards the Council's priority areas;
- Avoid excessive Council Tax rises;
- Achieve significant cashable efficiency gains;
- Protect essential front line services and vulnerable members of the community; and
- Deliver improved procurement.

In terms of consultation, it was noted that the Council used various methods to listen to the views of the public, and Members own experiences through their Ward work was an important part of that process. Individual consultations were taking place in respect of specific budget proposals and equality impact assessments would be

completed where necessary.

The Board received regular reports summarising spending in the current year against the budget. The latest report indicated that spending was forecast to be over budget in the current year by approximately £7.144m against a net budget of £140.880m.

The proposed revenue budget for 2024/25 totalled £149.496m; the departmental analysis of this was shown in Appendix B and the major reasons for change from the current budget were shown in Appendix C. A total of £2.702m of savings were approved by Council on 1 February 2023.

The Board was advised that the proposed budget incorporated the grant figures announced in the Local Government Finance Settlement. It included £0.124m for the New Homes Bonus grant, an increase of £0.115m from 2023/24. The budget also included Better Care Funding of £6.982m which was unchanged from 2023/24.

Further information was also provided on the budget outlook, Halton's Council Tax, Parish precepts, Police, Fire and Liverpool City Region (LCR) Mayor precepts, the Capital Programme, Prudential Code and School Budgets.

RESOLVED: That Council be recommended

- 1) to adopt the resolution set out in Appendix A, which includes setting the budget at £149.496m, the Council Tax requirement of £64.039m (before Parish, Police, Fire and LCR Combined Authority precepts) and the Band D Council Tax for Halton of £1,758.89;
- 2) to approve the capital programme set out in Appendix F;
- 3) to approve the introduction of a Council Tax Premium of 100% to properties where there is no resident and which are substantially furnished (typically referred to as second homes) from 1 April 2025, subject to legislation being enacted; and
- 4) to approve the use of Capital Receipts Strategy as set out in Appendix H.

Operational
Director - Finance

EXB90 PENSIONS DISCRETIONS STATEMENT 2024/25

The Board received the annual Pensions Discretions

Statement for 2024-25 for Halton Borough Council.

The Council was required to publish a Pension Discretion Statement annually, to advise the discretions it intended to exercise under the Local Government Pension Scheme (LGPS) – this was appended to the report.

It was reported that the Pensions Discretion Statement for 2024-25 was based upon the statement for 2023-24, which was approved by Executive Board in March 2023. It was noted that no new discretions had been added.

RESOLVED: That the Board approve the Pensions Discretions Statement for 2024-25.

Corporate
Director - Chief
Executive's
Delivery Unit

CHILDREN AND YOUNG PEOPLE PORTFOLIO

EXB91 FAMILY HUBS DIGITAL SOLUTION

The Board considered a report of the Executive Director – Children, which provided an update on the progress of the Halton Family Hubs Programme in meeting the Department of Education's ambition to implement a Digital / Virtual Family Hub by March 2025. Family Hubs were a system wide model of providing high quality, joined up, whole family support services. Hubs delivered these services from conception, through a child's early years until they reached the age of 19 (or 25 for young people with special educational needs and disabilities).

It was noted that Beebot Family Hubs Support had conducted a successful proof of concept exercise with families, residents and professionals, with the aim to gain feedback and opinion from a range of demographics and job roles across Halton. Following on from the exercise, that included positive stakeholder workshop feedback and support, Beebot had been asked to provide a fully costed proposal. The estimated cost of a 3-year licence was £194,000, funded through the Department for Education Family Hubs and Start for Life Programme, and a waiver of Procurement Standing Order 1.14. (iv) and 1.14 (v) was requested for the purchase of the Family Hub Digital Solution.

RESOLVED: That approval be given for a Waiver request in compliance with Procurement Standing Order 1.14. (iv) and 1.14 (v) for the purchase of the Family Hub Digital Solution.

Executive Director
of Children's
Services

EXB92 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- 2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

CORPORATE SERVICES PORTFOLIO

EXB93 FLEXIBLE WORKFORCE ARRANGEMENTS - KEY DECISION

The Board considered a report of the Corporate Director, Chief Executive's Delivery Unit, that outlined new arrangements for the management of flexible workforce from 1 September 2024 onwards.

RESOLVED: That the recommendations set out in the report be approved.

Corporate
Director - Chief
Executive's
Delivery Unit

MINUTES ISSUED: 27 February 2024

CALL-IN: 5 March 2024 at 5.00 pm.

Any matter decided by the Executive Board may be called in no later than 5.00pm on 5 March 2024.

Meeting ended at 2.35 p.m.

REPORT TO:	Executive Board
DATE:	14 March 2024
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Deputy Leader's
SUBJECT:	Mental Health in Construction
WARD(S)	Borough- Wide

1.0 **PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to introduce a requirement in all future council construction procurement processes, that a statement around mental health forms are required and scored part of the tender process.

2.0 **RECOMMENDATION: That**

- 1) the report be noted; and
- 2) the Executive Board agrees that all future construction tender processes undertaken by the council include a requirement for the main contractor to include a scored statement around mental health wellbeing amongst all staff and sub-contractors as part of the process.

3.0 **SUPPORTING INFORMATION**

- 3.1 According to the Health and Safety Executive in 2022/23, 45 building workers died because of work-based accidents. A figure that is clearly too high and unsurprisingly drives all public sector procurement exercises to insist on work-based Health and Safety statements as part of the process. Every construction worker or visitor to a construction site in this country is required to wear PPE and undergo Health and Safety briefings. It forms an intrinsic part of the sectors thinking as we try to reduce the number of work based accident deaths to zero.

- 3.2 What goes largely unreported and sadly unnoticed, is that the number of work-based accidents is dwarfed each year by the number of construction workers who commit suicide an unacceptable 507 cases in 2022 which is almost 10 a week.

3.3 **The role of Local Government**

Local Government is in a unique position in that as a sector we commission over £18 billion of construction each and every year so can exercise some control over the sectors working practices. One way in which we could begin to address the high number of suicides in the construction industry given our high amount of spend would be to introduce a requirement that all future construction project tenders that all bids include a scored statement around mental health and how this will be dealt with amongst both directly employed staff and sub-contractors.

3.4 It is only when we begin to ask our contractors to consider the mental wellbeing of their staff and make this a prerequisite of being awarded contracts will we begin to make serious inroads into this challenge. Hopefully resulting in the similar reductions in the number of suicides in the same way that we have seen around accidents at work over the years.

4.0 **POLICY IMPLICATIONS**

4.1 That the procurement process is amended to reflect to include a requirement about mental health around construction projects.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no financial implications arising from this report.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children & Young People in Halton**

None

6.2 **Employment, Learning & Skills in Halton**

None

6.3 **A Healthy Halton**

None

6.4 **A Safer Halton**

None

6.5 **Halton's Urban Renewal**

None

7.0 **RISK ANALYSIS**

7.1 There are no key risks associated with the proposed action.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are none.

9.0 **CLIMATE CHANGE IMPLICATIONS**

9.1 There are none.

10.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF
THE LOCAL GOVERNMENT ACT 1972**

None within the meaning of the Act

REPORT TO:	Executive Board
DATE:	14 March 2024
REPORTING OFFICER:	Chief Executive
PORTFOLIO:	Corporate Services
SUBJECT:	Review of Council wide Fees and Charges
WARDS:	Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 In conjunction with the annual budget review, it is proposed to charge the fee rates for services in accordance with the schedules shown in Appendix A, B and C. This report presents the proposed fees and charges for 2024/25 for services provided by the Council's Directorates.

2.0 RECOMMENDATION: That the proposed fees and charges for 2024/25 as set out in Appendix A, and for 2024/25 and 2025/26 as set out in Appendices B and C, be approved.

3.0 SUPPORTING INFORMATION

3.1 The review of fees and charges has been carried out as part of the budget preparations for 2024/25.

3.2 The general aim in setting fees and charges is to ensure the Council fully recovers the cost incurred in providing a service. The cost base of providing a service over the past year and forecast increases for next year are making this more difficult given the impact of continued higher inflation, wage increases and the unpredictable nature of utility costs.

3.3 Recovering the full cost of services through the year is also dependent on a number of other factors outside the agreed charge, including:

- Demand – will change year on year and could be determined by a number of drivers such as weather, economy, regional and national events, demographics etc. Demand had further been complicated over the last three years due to the impact of Covid and increases in the cost of living
- Competition – There are a number of services the Council provides for which there is a strong competitive market. Costs within the private sector are generally lower than in the public sector, for example employee terms and conditions.
- Statutory Element – Some charges are outside control of the Council with there being no discretion to what can be charged.

3.4 Fees and charges income targets for the new financial year have been set by the inflation level highlighted in the Medium Term Financial Strategy, at an increase of 6% on 2023/24 budgeted targets.

- 3.5 A number of fees and charges within this report have been set at an increased rate of 6%. The continued uncertainty to the economy has made it difficult to understand certainty on demand for services. It is proposed that an in-depth review of fees and charges will be carried out later this year as the economy and inflation stabilises and further intelligence is gathered on the level of demand for services. This exercise will then form part of fees and charges setting for the following year
- 3.6 As part of the in-year budget monitoring process, actual income from fees and charges will be regularly reviewed against budgeted income. Supporting narrative will be provided within monitoring reports to highlight areas where the Council has not fully recovered the cost of providing a service.
- 3.7 All proposed charges are exclusive of VAT. Where applicable, VAT will be added to the charges set out in the appendices.
- 3.8 The schedule in the appendices includes guidance on the charge being a discretionary or statutory fee. Statutory fees may result in changes throughout the year and therefore the relevant fees will be amended accordingly.

4.0 POLICY IMPLICATIONS

- 4.1 The effects of the proposed changes have been incorporated where possible into budgets for 2024/25. As per the Medium Term Financial Strategy budgeted income for 2024/25 has been increased by 6%, except where additional increases have been proposed as saving items, statutory fee increases apply or where income targets have been reduced to reflect the actual recovery rate. Individual fees and charges have been reviewed and increases proposed by service managers which also reflect the particular circumstances of each area.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The financial implications are as presented in the report and appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid; the fees should be received before the service is provided.
- 7.2 The Council's budget assumes an increase in fees and charges income in line with those proposed in the Medium Term Financial Strategy. If increases are not approved it may lead to a shortfall in budgeted income targets.

8.0 EQUALITY AND DIVERSITY ISSUES

- 8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

9.0 CLIMATE CHANGE IMPLICATIONS

- 9.1 None

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 10.1 There are no background papers under the meaning of the Act.

LICENCE FEES

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Hackney Carriage & Private Hire Charges Single Status Driver			
First Grant (max 3 year licence)	210.00	210.00	D
First Grant - inc DBS (max 3 year licence)	250.50	250.50	D
Renewal (max 3 year licence)	192.00	192.00	D
Renewal - inc DBS (max 3 year licence)	232.00	232.00	D
Replacement Badges	13.20	13.20	D
Hackney Carriage & Private Hire Charges Vehicle Licence			
Grant and Renewals 1 Year – Hackney Carriage ++ ##	268.00	268.00	D
Note: £21.50 added for to recover the costs of the Hackney Carriage Vehicle unmet demand survey			
Grant and Renewals 1 Year – Private Hire ++ ##	248.50	248.50	D
Transfer of Existing Vehicle Licence	31.00	31.00	D
Temporary Transfer Fees (Licence issued for a maximum of 2 months)	97.50	97.50	D
Replacement Vehicle Plate (each)	19.70	19.70	D
Replacement Bracket (each)	19.70	19.70	D
Replacement Doors Stickers Private Hire (Pair)	26.00	26.00	D
Replacement Internal plate	13.20	13.20	D
Change to Personalised Number Plate	57.60	57.60	D
Private Hire Operator Licence:	300.00	300.00	D
Private Hire Operator Licence (5 years)	600.00	600.00	D
Hackney Carriage & Private Hire Charges Lowerhouse Lane Depot Fees			
Hackney Carriage and Private Hire - Vehicle Test Fee	63.00	63.00	D
Hackney Carriage and Private Hire - Vehicle Re-test Fee	25.25	25.25	D
Hackney Carriage and Private Hire - Vehicle Test Un-notified Cancellation Fee	24.25	24.25	D
Notes			
Hackney Carriage and Private Hire - ++Includes Taximeter Sealing Fee			
Owners of Private Hire Vehicles that are not equipped with meters may apply for the meter charge to be discounted from the annual licence fee ## Unless part of a single transaction involving a simultaneous grant in which case £30.50			
Street Trading			
First Grant & Renewal	426.00	426.00	D
Additional Vehicles (Per Vehicle)	212.00	212.00	D
“Static” First Grant	491.00	491.00	D
Change of Vehicle	32.40	32.40	D
Daily Fee for Temporary Extension of Existing Consent (max 5 days per year)	72.50	72.50	D
Daily Fee for Temporary Consent (max 5 days per year)	110.00	110.00	D
Hawkers etc. Cheshire County Council Act	253.00	253.00	D
Sex Establishments*	1,558.00	1,558.00	D
Scrap Metal Dealers	212.00	212.00	D
Notes			
* The expression “Sex Establishment” includes Sex Entertainment Venues, Sex Cinemas and Sex Shops			
LOCAL LAND CHARGES (Search Fees)			
Form CON29R	86.00	94.60	D
Official Search (CON29) -	86.00	94.60	D
Each additional (CON29) parcel***	86.00	94.60	D
CON29O Optional Enquiries (per person, per parcel)	13.00	14.30	D
Each Additional Enquiry	28.00	30.80	D
Notes			
***Parcel of land means land (including a building or part of a building) which is separately occupied or separately rated, in separate ownership. For the purposes of this definition an owner is a person who (in his own right or as a trustee for another person) is entitled to receive the rack rent of land, or, where the land is not a rack rent, would be so entitled if it were so let.			

HIGHWAYS

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Road Traffic Regulation Act 1984			
Temporary Order at request of a third party	2,376.00	2,520.00	D
Temporary Order at request of non-commercial organisations – Section 16A plus actual cost of advertising	162.00	172.00	D
Temporary Closure Notice (incl emergency) at request of a third party	410.00	435.00	D
Diversions Notice at request of a third party	346.00	367.00	D
Highways Act 1980			
Applying to the Magistrates Court for an Order to stop up or divert a highway - Permanent closure (Excluding appeal costs). Also applies to closures/diversions under Town & Country Planning Act 1990	833.76	950.00	D
Issuing of Scaffolding/Hoarding permit	113.00	120.00	D
Issuing of Scaffolding/Hoarding permit (Additional week or part thereof) – Note, 2021/22 charge increased by 14% in of reducing occupancy on highway	46.00	49.00	D
Issuing of Skip Permit – Initial Fee (up to 14 days)	45.50	49.00	D
Skip Permit – Additional periods (each additional 14 days)	22.50	49.00	D
Skip found without a licence (plus current permit fee)	130.00	138.00	D
Removal of unauthorised skip	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Issuing of Cherry Picker/Mobile Platform permit (Initial week)	113.00	150.00	D
Issuing of Cherry picker/Mobile Platform permit (Additional week or part thereof)	39.00	150.00	D
Issuing of permits to erect structures/equipment over or under the highway (Minimum £400)	At cost plus 15% admin fee	At cost plus 15% admin fee	D
Construction of vehicular crossings on footways	As agreed by the Executive Director	As agreed by the Executive Director	D
Section 38 Agreements	10% of works cost. Minimum charge £2,822	10% of works cost. Minimum charge £2,992	D
NOTE: If construction of road foundation commences before agreement is in place, then an additional fee of £2,690.00 will be payable PLUS Legal Agreement fee as detailed below			
(a) Basic Agreement	889.92	945.00	D
(b) Moderately Complex Agreement	1,483.92	1,575.00	D
(c) Highly Complex Agreement	2,367.36	2,510.00	D
NOTE: The Council will determine the appropriate agreement			
Section 278 Agreements	As agreed by the Executive Director		D
Alfresco Dining Areas Licence	108.00	115.00	D
'A' Board Licence – Per Annum	65.00	69.00	D
Shop Displays Licence – Per Annum	144.00	153.00	D
Other Part VIIa e.g. Promotions & Leisure – Commercial Organisations. (Applications made within 7 working days of the event will incur an additional administration fee of £140.00)	205.00	218.00	D
Other Part VIIa e.g. Promotions & Leisure – Non-Commercial Organisations	As agreed by the Executive Director	As agreed by the Executive Director	D

HIGHWAYS...continued

Minor Highways Works Permits	1,728.00 plus refundable cash bond	1,832.00 plus refundable cash bond	D
NOTE: The refundable cash bond is the value of the works as determined by the Council			
Clearance of Accident Debris/Unauthorised obstructions on the Highway	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Structural checking and technical approval of highways structures	As agreed by the Executive Director	As agreed by the Executive Director	D
Relocation of Lighting Column at Request of Third Party			
Commercial Organisations	At Cost plus 15% Admin Fee	At Cost plus 15% Admin Fee	D
Non-commercial organisations	702.00	745.00	D
Highway Searches			
Letter and plan showing adopted highway	63.72	68.00	D
Additional questions	20.52	21.75	D
Signing			
Design and Erection of a Traffic Sign(s) at the request of a third party	At Cost plus 15% Admin Fee		D
Initial Assessment of Application for Tourism Signs	165.00	175.00	D
Provision of H Bar Road Markings	115.00	122.00	D
Authorisation of Temporary Direction Signs (Normally for Housing Developments and Temporary Events)	180.00	191.00	D
Provision of Disabled Persons Parking Space (subject to meeting criteria)	No charge subject to meeting criteria	No charge subject to meeting criteria	D
Traffic Signals			
Supply of Information on Operation of Traffic Signals	275.00	292.00	D
Switching Off/On Traffic Signals and Bagging Over heads during normal working hours (08.00 - 19.00; Monday - Saturday (excluding bank holidays)) –	696.00	740.00	D
Switching Off/On Traffic Signals and Bagging Over outside normal working hours -	810.00	860.00	D
Bagging over traffic signal head	23.00	24.50	D
Bagging over pedestrian push button / demand unit	11.50	12.25	D
Temporary Portable Traffic Signals (Multi Phase) (Administration Fee)	194.00	206.00	D
Street Name and Numbering			
Up to 2 Dwellings	48.60	51.52	D
Between 3 and 10 dwellings	238.68	253.00	D
Schemes Over 10 dwellings	447.12	473.95	D
Re-numbering of properties where original numbering has already been confirmed	60.48	64.11	D
Road Safety			
Supply of Accident Data (per road/junction for up to 3 years)	200.00	212.00	D
Road Safety Courses	As agreed by the Executive Director	As agreed by the Executive Director	D

HIGHWAYS...continued

Traffic Data			
Supply of Automatic Traffic Count Data	180.00	191.00	D
Closure of Bus Stop for Roadworks			
Closure of Bus Stop for Roadworks (per stop)	207.00	220.00	D
Commissioning of Temporary Stop (per stop)	207.00	220.00	D
Bus Stop Closure Notice and Notice to the Public (per stop)	112.00	119.00	D
Section 50 - Street Works Income (i) All Apparatus			
Minor Works	470.00	500.00	D
Standard Works	934.00	991.00	D
Major Works	1,873.00	1,990.00	D
Flood and Water Management Act 2010			
Ordinary Watercourse Consents - Sections 23 and 24 of the Land Drainage Act 1991 - New charge 2024/25	0.00	50.00	S

PLANNING

PRE APPLICATION PLANNING FEE SCHEDULE Charges for pre application are applied prior to planning requests being submitted to the Council. Planning application fees are set nationally.

Development Category	Charging Rates 2024/25
Category A – Householder Development	<ul style="list-style-type: none"> £130 – unaccompanied visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer.
Category B – Minor Development See also notes: (1), (2)	<ul style="list-style-type: none"> £310 to cover one unaccompanied site visit and formal response to request. Meetings can be arranged by agreement with the Case Officer at a cost of £100 per hour per Officer. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category C – Intermediate Development See also notes: (1), (2),	<ul style="list-style-type: none"> £620 to cover one site visit, formal response to request and one meeting. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category D – Small Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £1500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category E – Significant Development See also notes: (1), (2),	<ul style="list-style-type: none"> £2500 to cover one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc.
Category F – Large Scale Development See also notes: (1), (2),	<ul style="list-style-type: none"> £3000 for schemes of 50 houses plus an additional fee of £100 per house over 50 houses to a maximum fee of £30,000. Fee covers one site visit, formal response to request and up to two meetings. Hourly rate thereafter –This could involve officers from various Departments including e.g Environmental Health, Legal, Highways, Open Spaces etc
Notes:	
(1) Current hourly rate is £100 per hour for all Officers.	
Householder (Category A) meetings and Minor Development (Category B) meetings, where requested, are with the Case Officer. Additional officers at hourly rate.	
Meetings included in Categories C to F include the Case Officer and a Highways Officer. Additional officers will be charged at an hourly rate.	
(2) Green Belt/Conservation Areas/Listed Buildings: Proposals involving one or more of these categories will incur additional fees due to the additional considerations involved. Additional fees for Category A £100, Category B £150, Category C £250, Category D £350, Category E £500, Category F £1000	

ADULT SOCIAL CARE

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Maximum Charges for Community Based Care			
Domiciliary Care (per hour) – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Residential Care – Note – Full cost recovery applies if above threshold level	Full cost recovery as per charge by care provider	Full cost recovery as per charge by care provider	S
Day Care (per session)	19.15	20.30	D
Family Placement (per session)	19.15	20.30	D
Naughton Fields and Barkla Fields Support Charge (per week)	15.70	16.65	D
Key Safe	64.25	68.10	D
Transport (per journey)	3.65	3.90	D
Meals in the Community			
Family Placement Breakfast	2.45	2.60	D
Family Placement Lunch	2.95	3.15	D
Family Placement Tea	2.75	2.90	D
Meals - Delivered to People in Their Own Homes	5.35	5.65	D
Meals - Tea Time Pack Delivered to People in Their Own Home	3.75	4.00	D
Charges Community Based Services			
Pitch Charges (weekly) Riverview Gypsy Site 21 pitches @	71.65	74.50	D
Pitch Charges (weekly) Riverview Gypsy Site 1 pitch @	83.95	87.30	D
Water & Sewerage (weekly) - Riverview Gypsy Site	16.40	17.05	D
Combined Pitch and Water/Sewerage Charge – Canalside Traveller Site	96.55	100.40	D
Pitch Charges (daily) - Transit Site	16.00	16.65	D
Charges to Other Local Authorities			
Older People in Residential Intermediate Care (per week)	801.40	849.50	D
Adults in Supported Accommodation (per week) Bredon	694.55	736.20	D
Day Care - Older People (per session)	55.45	58.80	D
Day Care - Adults with Learning Disability (per session)	98.45	104.35	D
Day Care - Adults with Physical/Sensory Disability (per session)	114.00	120.85	D
Appointee/Deputyship Charges*			
Securing Property	120.00	120.00	D
Continuous Monitoring of Property (when property holder is unable - cost per hour)	30.00	30.00	D
Storage of Wills (annual cost)	30.00	30.00	D
Property Searches, Meter Readings etc (cost per hour)	32.50	32.50	D
Charging structure for the Appointeeship Service:			
Appointeeship clients (residential) per annum	650.00	650.00	D
Appointeeship clients (community based) per annum.	832.00	832.00	D
Deputyship clients	charged in accordance with the fees set by the Office of the Public Guardian	charged in accordance with the fees set by the Office of the Public Guardian	S
Duchy of Lancaster Referrals (where people have died intestate)	Actual cost	Actual cost	S
Applications to the Court of Protection	Actual cost	Actual cost	S
Administration charge following a client leaving the Appointeeship service.	300.00	300.00	D
Funeral Arrangements	360.00	360.00	D
Same day payment of personal allowances	5.00	5.00	D

ADULT SOCIAL CARE....continued

Community Wardens/Lifeline Charges			
Single Occupancy – per person charge			
Level 1 Call centre monitoring plus community warden reactive response. (Assessment and support plan, review within the first 6 weeks and then 6 monthly, unless further review is indicated.)	7.15	10.00	D
Level 2 Call centre monitoring plus reactive callout. Community warden visits up to two weekly, according to assessed need and support planning.	11.45	16.05	D
Houses of Multiple Occupation	3.80	5.32	D
Fees for Licensing Residential Park Home Sites			
New License Application: 1-5 Pitches	572.85	595.75	D
New License Application: 6-15 Pitches	616.90	641.55	D
New License Application: 16-45 Pitches	660.95	687.40	D
New License Application: >46 Pitches	705.00	733.20	D
Transfer of Existing License: 1-5 Pitches	143.20	148.95	D
Transfer of Existing License: 6-15 Pitches	143.20	148.95	D
Transfer of Existing License: 16-45 Pitches	143.20	148.95	D
Transfer of Existing License: >46 Pitches	143.20	148.95	D
Application to vary a Site License: 1-5 Pitches	236.85	246.30	D
Application to vary a Site License: 6-15 Pitches	297.45	309.35	D
Application to vary a Site License: 16-45 Pitches	352.50	366.60	D
Application to vary a Site License: >46 Pitches	413.10	429.60	D
Annual License Fee: 1-5 Pitches	93.65	97.40	D
Annual License Fee: 6-15 Pitches	121.20	126.05	D
Annual License Fee: 16-45 Pitches	187.25	194.75	D
Annual License Fee: >46 Pitches	369.05	383.80	D
Deposit of Site Rules: 1-5 Pitches	35.55	36.95	D
Deposit of Site Rules: 6-15 Pitches	35.55	36.95	D
Deposit of Site Rules: 16-45 Pitches	35.55	36.95	D
Deposit of Site Rules: >46 Pitches	35.55	36.95	D

CHILDREN'S SOCIAL CARE

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Halton Lodge Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.90	8.40	D
Meeting Room – Voluntary Group Daily Rate	42.30	44.80	D
Meeting Room – Private Group Hourly Rate	10.30	10.90	D
Meeting Room – Private Group Daily Rate	59.00	62.50	D
Training Room 1&2 – Voluntary Group Hourly Rate	7.90	8.40	D
Training Room 1&2 – Voluntary Group Daily Rate	42.30	44.80	D
Training Room 1&2 – Private Group Hourly Rate	10.30	10.90	D
Training Room 1&2 – Private Group Daily Rate	59.00	62.50	D
Training Room 1 – Voluntary Group Hourly Rate	4.20	4.50	D
Training Room 1 – Voluntary Group Daily Rate	17.40	18.40	D
Training Room 1 – Private Group Hourly Rate	6.70	7.10	D
Training Room 1 – Private Group Daily Rate	33.90	35.90	D
Training Room 2 – Voluntary Group Hourly Rate	4.20	4.50	D
Training Room 2 – Voluntary Group Daily Rate	17.40	18.40	D
Training Room 2 – Private Group Hourly Rate	6.70	7.10	D
Training Room 2 – Private Group Daily Rate	33.90	35.90	D
Community Room – Voluntary Group Hourly Rate	5.40	5.70	D
Community Room – Voluntary Group Daily Rate	25.70	27.20	D
Community Room – Private Group Hourly Rate	8.50	9.00	D
Community Room – Private Group Daily Rate	47.10	49.90	D
Quiet Room – Voluntary Group Hourly Rate	3.10	3.30	D
Quiet Room – Voluntary Group Daily Rate	12.00	12.70	D
Quiet Room – Private Group Hourly Rate	6.20	6.60	D
Quiet Room – Private Group Daily Rate	29.90	31.70	D
Halton Brook Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	7.90	8.40	D
Meeting Room – Voluntary Group Daily Rate	42.30	44.80	D
Meeting Room – Private Group Hourly Rate	10.30	10.90	D
Meeting Room – Private Group Daily Rate	59.00	62.50	D
Windmill Hill Children's Centre			
Play Room – Voluntary Group Hourly Rate	10.30	10.90	D
Play Room – Voluntary Group Daily Rate	59.00	62.50	D
Play Room – Private Group Hourly Rate	12.60	13.40	D
Play Room – Private Group Daily Rate	75.60	80.10	D
Training Room – Voluntary Group Hourly Rate	7.90	8.40	D
Training Room – Voluntary Group Daily Rate	42.30	44.80	D
Training Room – Private Group Hourly Rate	10.30	10.90	D
Training Room – Private Group Daily Rate	59.00	62.50	D
Family Room – Voluntary Group Hourly Rate	5.40	5.70	D
Family Room – Voluntary Group Daily Rate	25.70	27.20	D
Family Room – Private Group Hourly Rate	8.50	9.00	D
Family Room – Private Group Daily Rate	47.10	49.90	D

CHILDREN'S SOCIAL CARE....continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Brookvale Children's Centre			
Woodhatch Room – Voluntary Group Hourly Rate	10.30	10.90	D
Woodhatch Room – Voluntary Group Daily Rate	59.00	62.50	D
Woodhatch Room – Private Group Hourly Rate	12.60	13.40	D
Woodhatch Room – Private Group Daily Rate	75.60	80.10	D
Wellbrook Room – Voluntary Group Hourly Rate	7.90	8.40	D
Wellbrook Room – Voluntary Group Daily Rate	42.30	44.80	D
Wellbrook Room – Private Group Hourly Rate	10.30	10.90	D
Wellbrook Room – Private Group Daily Rate	59.00	62.50	D
Helston Room – Voluntary Group Hourly Rate	6.20	6.60	D
Helston Room – Voluntary Group Daily Rate	29.90	31.70	D
Helston Room – Private Group Hourly Rate	8.50	9.00	D
Helston Room – Private Group Daily Rate	47.10	49.90	D
Kilncroft Room – Voluntary Group Hourly Rate	4.80	5.10	D
Kilncroft Room – Voluntary Group Daily Rate	21.50	22.80	D
Kilncroft Room – Private Group Hourly Rate	7.30	7.70	D
Kilncroft Room – Private Group Daily Rate	38.00	40.30	D
Portleven Room – Voluntary Group Hourly Rate	4.80	5.10	D
Portleven Room – Voluntary Group Daily Rate	21.50	22.80	D
Portleven Room – Private Group Hourly Rate	7.30	7.70	D
Portleven Room – Private Group Daily Rate	38.00	40.30	D
Clovelly Room – Voluntary Group Hourly Rate	4.80	5.10	D
Clovelly Room – Voluntary Group Daily Rate	21.50	22.80	D
Clovelly Room – Private Group Hourly Rate	7.30	7.70	D
Clovelly Room – Private Group Daily Rate	38.00	40.30	D
Hanover Full Room – Voluntary Group Hourly Rate	10.30	10.90	D
Hanover Full Room – Voluntary Group Daily Rate	59.00	62.50	D
Hanover Full Room – Private Group Hourly Rate	12.60	13.40	D
Hanover Full Room – Private Group Daily Rate	75.60	80.10	D
Hanover Half Room – Voluntary Group Hourly Rate	5.10	5.40	D
Hanover Half Room – Voluntary Group Daily Rate	29.60	31.40	D
Hanover Half Room – Private Group Hourly Rate	7.90	8.40	D
Hanover Half Room – Private Group Daily Rate	37.60	39.90	D
Ditton Library			
Community Room & Kitchen– Voluntary Group Hourly Rate	10.30	10.90	D
Community Room & Kitchen – Voluntary Group Daily Rate	59.00	62.50	D
Community Room & Kitchen – Private Group Hourly Rate	12.60	13.40	D
Community Room & Kitchen – Private Group Daily Rate	75.60	80.10	D
Quiet Room – Voluntary Group Hourly Rate	3.70	3.90	D
Quiet Room – Voluntary Group Daily Rate	13.20	14.00	D
Quiet Room – Private Group Hourly Rate	6.30	6.70	D
Quiet Room – Private Group Daily Rate	29.90	31.70	D
Play Room – Voluntary Group Hourly Rate	6.30	6.70	D
Play Room – Voluntary Group Daily Rate	29.90	31.70	D
Play Room – Private Group Hourly Rate	8.50	9.00	D
Play Room – Private Group Daily Rate	46.30	49.10	D
Ditton Children's Centre			
Conference Room – Voluntary Group Hourly Rate	7.90	8.40	D
Conference Room – Voluntary Group Daily Rate	42.30	44.80	D
Conference Room – Private Group Hourly Rate	10.30	10.90	D
Conference Room – Private Group Daily Rate	59.00	62.50	D
Community Room – Voluntary Group Hourly Rate	6.20	6.60	D
Community Room – Voluntary Group Daily Rate	29.90	31.70	D
Community Room – Private Group Hourly Rate	8.50	9.00	D
Community Room – Private Group Daily Rate	46.30	49.10	D
Quiet Room – Voluntary Group Hourly Rate	3.70	3.90	D
Quiet Room – Voluntary Group Daily Rate	13.20	14.00	D
Quiet Room – Private Group Hourly Rate	6.30	6.70	D
Quiet Room – Private Group Daily Rate	29.90	31.70	D

CHILDREN'S SOCIAL CARE....continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Upton Children's Centre			
Meeting Room – Voluntary Group Hourly Rate	6.00	6.40	D
Meeting Room – Voluntary Group Daily Rate	29.30	31.10	D
Meeting Room – Private Group Hourly Rate	8.30	8.80	D
Meeting Room – Private Group Daily Rate	45.40	48.10	D
Play Room – Voluntary Group Hourly Rate	7.70	8.20	D
Play Room – Voluntary Group Daily Rate	41.50	44.00	D
Play Room – Private Group Hourly Rate	10.00	10.60	D
Play Room – Private Group Daily Rate	57.70	61.20	D
Warrington Road Children's Centre			
Buttercup Room – Voluntary Group Hourly Rate	10.30	10.90	D
Buttercup Room – Voluntary Group Daily Rate	59.00	62.50	D
Buttercup Room – Private Group Hourly Rate	12.60	13.40	D
Buttercup Room – Private Group Daily Rate	75.60	80.10	D
Daisy Room – Voluntary Group Hourly Rate	6.30	6.70	D
Daisy Room – Voluntary Group Daily Rate	29.90	31.70	D
Daisy Room – Private Group Hourly Rate	8.50	9.00	D
Daisy Room – Private Group Daily Rate	46.30	49.10	D
Daffodil Room – Voluntary Group Hourly Rate	6.30	6.70	D
Daffodil Room – Voluntary Group Daily Rate	29.90	31.70	D
Daffodil Room – Private Group Hourly Rate	8.50	9.00	D
Daffodil Room – Private Group Daily Rate	46.30	49.10	D
Daisy and Daffodil Room – Voluntary Group Hourly Rate	10.30	10.90	D
Daisy and Daffodil Room – Voluntary Group Daily Rate	59.00	62.50	D
Daisy and Daffodil Room – Private Group Hourly Rate	12.60	13.40	D
Daisy and Daffodil Room – Private Group Daily Rate	75.60	80.10	D
Kitchen – Voluntary Group Hourly Rate	10.30	10.90	D
Kitchen – Voluntary Group Daily Rate	59.00	62.50	D
Kitchen – Private Group Hourly Rate	12.60	13.40	D
Kitchen – Private Group Daily Rate	75.60	80.10	D
Poppy Room – Voluntary Group Hourly Rate	3.70	3.90	D
Poppy Room – Voluntary Group Daily Rate	13.20	14.00	D
Poppy Room – Private Group Hourly Rate	6.30	6.70	D
Poppy Room – Private Group Daily Rate	29.90	31.70	D
Kingsway Children's Centre			
Community Room – Voluntary Group Hourly Rate	10.30	10.90	D
Community Room – Voluntary Group Daily Rate	59.00	62.50	D
Community Room – Private Group Hourly Rate	12.60	13.40	D
Community Room – Private Group Daily Rate	75.60	80.10	D
Quiet Room – Voluntary Group Hourly Rate	3.70	3.90	D
Quiet Room – Voluntary Group Daily Rate	13.20	14.00	D
Quiet Room – Private Group Hourly Rate	6.30	6.70	D
Quiet Room – Private Group Daily Rate	29.90	31.70	D
Meeting Room – Voluntary Group Hourly Rate	4.80	5.10	D
Meeting Room – Voluntary Group Daily Rate	21.50	22.80	D
Meeting Room – Private Group Hourly Rate	7.30	7.70	D
Meeting Room – Private Group Daily Rate	38.00	40.30	D
For All Above - Equipment Hire TV, OHP, Projector, DVD Player available at an hourly rate of £2.75 each			
For All Above - 25% discount on all block bookings over 10 sessions			

OPEN SPACES

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Allotments			
Allotment Plot	0.51p m2	0.54p m2	D
New Tenant Admin Fee (includes £20 refundable cost of key)	47.00	50.00	D
Cemeteries and Crematorium Charges			
Purchase of Exclusive Right of Burial (50 year lease):			
Three interments	1,080.00	1,150.00	D
One or two interments	957.00	1,015.00	D
Cremated remains grave (Holds 4 sets of Ashes)	572.00	606.00	D
Non-resident charge for Purchase	Nil n resident fee		
Interment Fees (Mon to Thurs 10am to 2pm and Fri 10am to 1:30pm):			
1 interment (4ft 6 Depth) - Adult (to include organs and body parts)	901.00	955.00	D
2 interments (6ft Depth) - Adult (to include organs and body parts)	1,021.00	1,085.00	D
3 interments (7ft 6 Depth) - Adult (to include organs and body parts)	1,145.00	1,215.00	D
1 interment (4ft 6 Depth) - Under 18	Nil	955.00	D
2 interments (6ft Depth) - Under 18	Nil	1,085.00	D
3 interments (7ft 6 Depth) - Under 18	Nil	1,215.00	D
Burial of cremated remains (Mon-Fri)	227.00	240.00	D
Burial of two cremated caskets at same time or double cremated remains casket (Mon-Fri)	341.00	375.00	D
Burial of Cremated Remains at Depth - 1 Interment left (4ft 6" depth)	901	955	D
Burial of Cremated Remains at Depth - 2 Interment left (6ft depth)	1,021.00	1,085.00	D
Burial of Cremated Remains at Depth - 3 Interment left (7ft 6" depth)	1,145.00	1,215.00	D
Cemetery Fees - Other Charges			
Late Arriving Funeral – 10 minutes or more	60.00	65.00	D
Incorrect coffin size for Cremation or Burial	81.00	86.00	D
Excessive coffin length for Burial (over 6ft 6)	81.00	86.00	D
Use of Crematorium Chapel for funeral service	137.00	145.00	D
Grave search for 1– Only for last 15 years and/or after checking Deceased Online (new charge)	0.00	10.00	D
Transfer of Exclusive Right of Burial			
Statutory Declaration	102.00	108.00	D
Transfer of Assignment	102.00	108.00	D
Transfer with Assent	102.00	108.00	D
Transfer with Renunciation	102.00	108.00	D
Memorials:			
New Headstone	210.00	225.00	D
New Headstone - Under 18 (Reclaimed from Child Funeral Fund)	Nil	225.00	D
Additional Inscription	60.00	64.00	D
Vase/tablet/book – up to 18" x 12" x 12"	83.00	88.00	D
Inscription to Baby Headstone in Baby Garden	72.00	76.00	D
Replacement headstone/kerb/refix to NAMM	Nil	Nil	D
Memorial Benches (10 year lease)			
Renewal of Existing Bench - For 1 year - At Managers Discretion (new charge)	0.00	145.00	D
Plaque on Recycled Bench (new charge)	0.00	145.00	D
Crematorium Charges			
Cremation charge – Adult (Includes Live Webcast and 28Day Watch again)	880.00	933.00	D
Cremation charge - Under 18 (Includes Live Webcast and 28Day Watch again)	880.00	933.00	D
Cremation No Service - All Ages	449.00	476.00	D
Extended Service Time in Chapel (30 minutes)	137.00	150.00	D
Cremation charge – after anatomical examination	449.00	476.00	D
Cremation webcast physical Copy (DVD/Blu-Ray/USB)	56.80	60.00	D
Cremation webcast physical Copy (Video Book) (new charge 24/25)	0.00	95.00	D
Cremation Webcast Physical copy (memory book) (new charge 24/25)	0.00	130.00	D

OPEN SPACES....continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Scattering of Cremated Remains			
Scattering of remains - Following Cremation at Widnes Crematorium - With Appointment.	81.00	86.00	D
Scattering of remains - With Appointment. Cremation Elsewhere	132.00	140.00	D
Scattering of remains - Without Appointment - Cremation Elsewhere	54.00	57.00	D
Wooden Casket (no name plate)	88.60	94.00	D
Miscellaneous Charges			
Reprinting/ Emailing of Copy Invoice Schedule	29.00	31.00	D
Incomplete Forms for Cremation/Burial (per error)	10.75	11.00	D
Late Cremation/Burial Paperwork - After 10:30am 48 hours before funeral	27.00	29.00	D
Copy of Cremation Certificate (new charge 24/25)	0.00	31.00	D
Replacement - Bio-degradable Box (new charge 24/25)	0.00	10.00	D
Meeting and Locating Grave on Site (new charge 24/25)	0.00	25.00	D
Certified Extract from the Cremation Register	61.50	65.00	D
Plaques (10 year lease)			
Bronze plaque (Widnes and Runcorn Cemetery)	306.00	324.00	D
Renewal for further 10 years	145.00	154.00	D
Granite plaque on Planter – Four Seasons, Widnes/ Runcorn Cemetery Sundial	475.00	475.00	D
Renewal for further 10 years	145.00	154.00	D
Book of Remembrance -			
2 line entry	113.00	120.00	D
3 line entry	147.00	156.00	D
4 line entry	180.00	191.00	D
5 line entry	209.00	222.00	D
6 line entry	252.00	267.00	D
7 line entry	279.00	296.00	D
8 line entry	310.00	329.00	D
Flower designs	102.00	108.00	D
Other designs	113.00	120.00	D
Extra line to existing entry	62.00	66.00	D
Slate Tablets			
Slate Tablet Inscription only - per letter	6.50	7.00	D
Sanctum Vaults:			
10 year lease (includes 1st wooden casket and placement)	737.00	781.00	D
Renewal for further 10 years	145.00	250.00	D
20 year lease (includes wooden casket and placement)	987.00	1,046.00	D
Renewal for further 20 years	480.00	509.00	D
Placing 2nd casket of remains – Monday to Friday only	81.00	52.00	D
Opening vault on request	49.00	52.00	D
Design and Lettering			
Lettering (per letter)	5.08	5.50	D
Small design	96.00	102.00	D
Large design (full length of vault)	124.20	132.00	D
Photo tile (portrait – 1 person, Portrait)	175.00	186.00	D
Photo tile (landscape – 2 persons Landscape)	225.00	239.00	D
Outdoor Facility Charges			
Summer Games:			
Adult Bowling Green Card (Annual)	30.00	32.00	D
Couples Bowling Green Card (Annual) (in same household)	52.00	55.00	D
Junior Bowling Green Card (Annual)	15.00	16.00	D
Summer Rugby Adult	643.00	680.00	D
Summer Rugby Juniors	380.00	402.00	D

OPEN SPACES....continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Winter Games:			
Adult B/B Pitch Hire (Alternate weeks)	643.00	680.00	D
Junior B/B Pitch Hire (Alternate weeks)	380.00	402.00	D
Mini Soccer B/B Hire	293.00	310.50	D
Youth B/B Pitch Hire - no changing rooms (Alternate Weeks)	212.20	231.30	D
Mini Soccer B/B Pitch Hire - no changing rooms (Alternate Weeks)	163.00	173.00	D
Adult Baseball Field (Annual)	632.00	669.00	D
Junior Baseball Field (Annual)	379.00	402.00	D
Adult Casual Pitch	37.80	40.00	D
Junior Casual Pitch	23.50	25.00	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Environmental Information			
Basic outstanding Environmental Health search	Free	Free	S
Access to information on Public Register	Free	Free	S
Provision of other environmental information that is not publicly available (per hour)	24.25	25.70	D
Environmental Protection Act			
List of authorised part "B" Processes	49.40	52.36	S
List of authorised part "A" Processes	50.65	53.69	S
Condemned Food Certificates			
Disposal of condemned food following statutory or voluntary process	At cost	At cost	S
Certification of Food Products for Export			
Certificates requiring signature	75.45	79.97	S
Other documents requiring stamp	24.95	26.44	S
National Food Hygiene Rating Scheme			
Request for Re-Inspection	130.45	138.28	S
Kennelling of Dogs			
Reclaiming of Stray Dogs	On Application*	On Application*	S
Collection of Dogs from repossessed premises	93.95	99.58	S
Transportation of non-seized animals i.e. dogs/cats to kennels or other premises	93.95	99.58	S
*As agreed with Strategic Director People or Director of Public Health			
Animal Welfare Licensing of Activities involving Animals (Regulations 2018)			
Pet Shop	246.20	260.97	S
Pet Shop with Dangerous Animals	364.85	386.74	S
Boarding Cats	269.35	285.51	S
Boarding Dogs	269.35	285.51	S
Breeding Dogs	388.50	411.81	S
Hiring Horses	388.50	411.81	S
Home Boarding Dogs	221.60	234.90	S
Dog Day Care	221.60	234.90	S
Exhibition Animals	269.80	285.99	S
EPA Authorisation			
Application	Statutory fee	Statutory fee	S
Renewal	Statutory fee	Statutory fee	S
Health and Safety At Work Act 1974 etc.			
Provision of information obtained under the Act including production of statements and reports as requested (per hour)	24.25	25.71	S
Acupuncture, Tattooing, Ear Piercing and Electrolysis Establishments Registration fee	131.15	139.02	S
Additional Individual Operator Registration	41.50	43.99	S
Border Agency Accommodation Inspections	87.45	92.70	S
Return of Seized Sound Equipment (Noise Act 1996)	154.35	163.61	S
Housing Enforcement Notices under Section 49 of the Housing Act 2004	219.55	232.72	S
Houses in Multiple Occupation up to and including 5 rooms. 5 year license	578.80	613.53	S
Houses in Multiple Occupation with 6 rooms. 5 year license	620.05	657.26	S
Houses in Multiple Occupation with 7 rooms. 5 year license	660.60	700.24	S
Houses in Multiple Occupation with 8 rooms. 5 year license	701.40	743.48	S
Houses in Multiple Occupation with 9 rooms. 5 year license	742.30	786.84	S
Houses in Multiple Occupation with 9 rooms and over. 5 year license	783.10	830.08	S
Petroleum Consolidation Regulations 2014 Certificate and Licensing	Statutory Fee	Statutory Fee	S
Pest Control Charges			
Commercial Charge for all pests (per hour, minimum 1 hour)	89.00	94.34	D

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Academy School Charge:			
Ants	64.25	68.10	D
Fleas	64.25	68.10	D
Wasps	64.25	68.10	D
Cockroaches	64.25	68.10	D
Mice	64.25	68.10	D
Rats	64.25	68.10	D
Journal or Cheque Book School Charge:			
Ants	64.25	68.10	D
Fleas	64.25	68.10	D
Wasps	64.25	68.10	D
Cockroaches	64.25	68.10	D
Mice	64.25	68.10	D
Rats	64.25	68.10	D
Domestic Charges - #:			
Ants	53.45	56.66	D
Fleas	53.45	56.66	D
Wasps	48.40	51.30	D
Bedbugs	59.85	63.44	D
Cockroaches	30.85	32.70	D
Mice	30.85	32.70	D
Rats	Free	Free	S
Regulatory Enforcement and Sanctions Act			
The first 10 hours of advice in a financial year to all businesses	Free	Free	S
Hourly rate for additional consultancy to primary authority businesses	66.85	70.86	S

PUBLIC HEALTH & PUBLIC PROTECTION SERVICES continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Trading Standards Services			
Fireworks			
Type of Application			
One year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	185.00	185.00	S
Two year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	243.00	243.00	S
Three year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	304.00	304.00	S
Four year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	374.00	374.00	S
Five year licence to store explosives where, by virtue of regulation 27 of, and schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	423.00	423.00	S
One year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	86.00	86.00	S
Two year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	147.00	147.00	S
Three year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	206.00	206.00	S
Four year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	266.00	266.00	S
Five year renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Statutory fee.	326.00	326.00	S
One year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	109.00	109.00	S
Two year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	141.00	141.00	S
Three year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	173.00	173.00	S
Four year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	206.00	206.00	S
Five year licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	239.00	239.00	S
One year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	54.00	54.00	S
Two year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	86.00	86.00	S
Three year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	120.00	120.00	S
Four year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	152.00	152.00	S
Five year renewal of licence to store explosives where no minimum separation distance is prescribed. Statutory fee.	185.00	185.00	S
Varying the name of licensee or address of site. Statutory fee.	36.00	36.00	S
Any other kind of variation.	Reasonable cost to the licensing authority of having the work carried out	Reasonable cost to the licensing authority of having the work carried out	S
Transfer of licence. Statutory fee.	36.00	36.00	S
Replacement of licence. Statutory fee.	36.00	36.00	S
Weights and Measures charged per office hour	70.95	70.95	S
Feeding stuffs – Manufacturing (statutory fee)	451.00	451.00	S
Feeding stuffs – Placing on the Market (statutory fee)	226.00	226.00	S

COMMUNITY DEVELOPMENT

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
COMMUNITY CENTRES			
Activities			
Badminton	13.50	13.50	D
Climbing Wall (Adults – per hourly session)	5.00	5.40	D
Climbing Wall (Juniors – per hourly session)	3.00	3.30	D
Climbing Wall (Hire per hour inc. instructor)	45.00	65.00	D
Climbing Wall (Hire per hour with own instructor)	45.00	50.00	
Community Groups:			
Room Hire – Hall (per hour)	10.45	11.30	D
Room Hire – Small Room (per hour)	4.50	4.90	D
Room Hire – Medium Room (per hour)	5.95	6.50	D
Room Hire – Large Room (per hour)	6.60	7.20	D
Private Groups:			
Room Hire – Hall (per hour)	13.00	14.00	D
Room Hire – Small Room (per hour)	5.30	5.70	D
Room Hire – Medium Room (per hour)	7.15	7.70	D
Room Hire – Large Room (per hour)	8.10	8.80	D
Room Hire – Large Room (per hour) Max 25 people (new charge 2023/24)	10.45	11.30	D
Commercial Groups:			
Room Hire – Hall (per hour)	15.75	17.00	D
Room Hire – Small Room (per hour) Max 4 people	6.85	7.40	D
Room Hire – Medium Room (per hour) Max 10 people	9.00	9.80	D
Room Hire – Large Room (per hour) Max 20 people	9.70	10.50	D
Room Hire – Large Room (per hour) Max 25 people (new charge 2023/24)	11.00	12.00	D
Saturday (per hour) min 3 hours	26.00	27.00	D
Sunday (per hour) min 3 hours	35.00	35.00	D
Performing Rights (of total charge)	0.05	2.00	D
Sportshall at Upton Community Centre (Adults)	39.60	40.00	D
Sportshall at Upton Community Centre (Juniors)	32.00	35.00	D

LEISURE & RECREATION

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Swimming			
Adult	4.80	5.30	D
Under 8's	Free	Free	D
Junior	2.80	3.00	D
Halton Leisure Card (HLC)	3.40	3.40	D
Family Swim (2 x adults & 2 x juniors)	11.30	12.00	D
Splash and Play - NEW	4.85	5.30	D
Aquababes	5.00	6.00	D
Private lesson 121	17.30	20.00	D
Private lesson 221	23.80	25.00	D
Child Swim Lesson - 30 min membership	24.50	26.50	D
Child Swim Lesson - 60 min membership	30.25	32.50	D
Adult Swimming Lessons (12)	75.00	79.50	D
Sport Works membership (NEW)	32.40	34.30	D
Crash Course - 30 min (5 day)	28.00	29.70	D
Certificate and badge	0.00	2.50	D
School holiday swim for juniors	1.00	1.00	D
Health suite	6.60	7.00	D
School Swimming Lesson - current model	26.45	33.00	D
Rookie Lifeguard Course	30.25	32.50	D
Liverpool Canoe Club	54.54	57.50	D
Swimming Pool (KLC main pool)	93.96	110.00	D
Swimming Pool (teaching pool)	55.05	80.00	D
Swimming Pool (BRC)	77.22	80.00	D
Runcorn Cycle club - swimming offer, per person	2.40	3.40	D
Shower Adult (price in line with Adult swim)	1.10	5.30	D
Shower Junior (price in line with Junior swim)	1.10	3.00	D
Small Pool Party	90.00	95.00	D
Small Pool Party - coloured water	120.00	128.00	D
Memberships			
Single membership	28.00	29.00	D
Joint membership	51.30	53.00	D
HLC Membership	25.80	20.50	D
Swim Only membership	25.60	25.60	D
Gym only membership (BRC)	17.25	18.30	D
Gym only membership (KLC and multi site)	19.30	20.50	D
Teen Membership (11 - 17 years)	17.25	18.00	D
Family membership	56.15	57.80	D
Off Peak membership (NEW)	0.00	14.99	D

LEISURE & RECREATION....continued

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Activities			
Bowls - room hire	50.42	52.00	D
Bowls	2.70	2.80	D
Bowls - HLC	1.80	1.90	D
Men's 50+ Badminton	4.65	4.80	D
Badminton Club Hire (Per court, 55 mins)	8.00	8.50	D
Badminton Court Hire (Per court, 55 mins)	13.50	13.50	D
Netball Leagues	308.00	326.00	D
Back to Netball	3.80	4.00	D
HLC Admit - taster session	1.80	1.90	D
Walking Netball	2.70	2.80	D
Walking Netball HLC	1.80	1.90	D
Walking Football	2.70	2.80	D
Walking Football HLC	1.80	1.90	D
Squash Adult	4.50	4.75	D
Squash Junior	2.25	2.40	D
Squash Membership	31.50	33.40	D
Casual Gym/Aerobics	5.60	5.95	D
Table Tennis Adult - per player	2.80	2.95	D
Table Tennis Junior - per player	1.55	1.65	D
Half Hall Booking KLC - Adult/event	54.00	57.00	D
Full Hall Booking KLC - Adult/event	97.50	100.00	D
Half Hall Booking KLC - Junior sport activities	25.00	26.50	D
Full Hall Booking KLC - Junior sport activities	50.00	53.00	D
Gymnasium KLC	21.00	22.00	D
Activity Room	16.00	17.20	D
Full Hall Booking Adult BRC	75.00	70.00	D
Half Hall Booking Adult BRC	37.50	35.00	D
Half Hall Booking Junior BRC	25.00	25.00	D
Full Hall Booking Junior BRC	37.50	50.00	D
Gymnasium Adult BRC	32.00	28.00	D
Gymnasium Junior BRC	22.50	20.00	D
Astro Casual Adult/Junior (Quarter)	27.00	30.00	D
Astro Casual Adult/ Junior (Half)	43.20	45.00	D
Astro Casual Adult/Junior (Full)	75.60	85.00	D
Astro Partner Club (Quarter)	21.60	24.00	D
Astro Partner Club (Half)	32.40	35.00	D
Astro Partner Club (Full)	64.80	70.00	D
Astro Commercial (Quarter)	35.63	40.00	D
Astro Commercial (Half)	54.00	60.00	D
Astro Commercial (Full)	108.00	120.00	D
Parties (BRC) - Multi - Full Hall	140.00	150.00	D
Parties (BRC) Half Hall	118.80	125.00	D
Parties (KLC) - Multi - Full Hall	140.00	150.00	D
Parties (KLC) Half Hall	118.80	125.00	D
Special Events	POA	POA	D
Frank Myler Activity Room (55 mins)	16.00	17.20	D
Frank Myler MUGA (55mins)	17.00	17.00	D
PPL/PRS charge	0.00	2.00	D
Halton Leisure Card	3.33	3.33	D

WASTE & ENVIRONMENTAL IMPROVEMENT SERVICES

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Waste Management			
Charge for a new or replacement wheeled bin	32.50	34.50	D
Charge for the collection of bulky household items (Up to 3 items)	28.00	29.75	D
Charges for the collection of an additional bulky item (To a maximum of 3 additional items)	7.30	7.75	D
Charge for collection of garden waste (per bin)	40.00	43.00	D
Charge for the collection of commercial waste	Increase of 8% on 2022/23 Charges	Increase of 6% on 2023/24 Charges	D
**Charge for collection of an abandoned shopping trolley	62.00	65.75	D
**Charge for storage of an abandoned shopping trolley (per day)	6.20	6.75	D
**Charge for the return of an abandoned shopping trolley to the owner	62.00	66.00	D
**Charge for the disposal of an abandoned shopping trolley	62.00	66.00	D

STADIUM and CATERING

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
Room Hire			
Bridge Suite	475.00	500.00	D
Karalius Suite	325.00	350.00	D
Single Box	90.00	95.00	D
Double Box	175.00	185.00	D
Triple Box	250.00	265.00	D
Pitch Hire			
*1/4 Hire - Off Peak	52.50	55.00	D
*1/2 Hire - Off Peak	105.00	110.00	D
*Full Pitch Hire - Off Peak	210.00	220.00	D
**1/4 Hire - Peak	65.00	70.00	D
**1/2 Hire - Peak	130.00	140.00	D
**Full Pitch Hire - Peak	250.00	265.00	D
Community Usage & Everton Ladies - Daytime	82.00	90.00	D
School Meals			
Free School Meals	2.65	2.90	D
Paid School Meals	2.70	2.90	D

ECONOMY, ENTERPRISE & PROPERTY SERVICES

	2023/24	2024/25	Statutory / Discretionary Charge (S/D)
PROPERTY SERVICES			
Industrial Estate Service Charges	Based on actual costs for the preceding year with uplift for inflation	Based on actual costs for the preceding year with uplift for inflation	D
ADULT LEARNING CLASSES – Note – Charges do not cover full cost of course, external grant covers the full remaining cost			
Maths	Nil	Nil	D
English	Nil	Nil	D
HEP Employability Skills	Nil	Nil	D
Employability Skills	Nil	Nil	D
10 Week Courses	64.80	64.80	D
22 Week Courses + £30 registration fee	129.60	129.60	D
33 Week Courses + £30 registration fee	226.80	226.80	D
Wellbeing Courses	nil	nil	D
Any course that does have a fee attached may be subject to fee remission (either 50% or 100%) dependant on which benefits the learner may be claiming			
Runcorn Town Hall Room Hire Charges per hour			
Committee Room 1 - 18 people	13.00	14.00	D
Committee Room 2 - 12 people	12.00	13.00	D
Civic Suite - 30 people or 50-60 theatre style	28.00	30.00	D
Chamber 80-90 people	43.00	46.00	D
Kingsway Learning Centre Room Hire Charges per hour (10% discount for 6 meetings or more)			
Room 10A - 15 people	11.00	12.00	D
Room 11 - 15 people	11.00	12.00	D
Room 15 - 15 people	11.00	12.00	D
Room 13 - 30 people	19.50	21.00	D

THE BRINDLEY

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
The Theatre			
Commercial Hirers (1 performance or up to 8 hours):			
Monday to Thursday	1,358.00	1,400.00	D
Friday to Sunday	1,541.00	1,583.33	D
Community Hirers (1 performance or up to 8 hours):			
Monday to Thursday	815.00	840.00	D
Friday and Saturday	925.00	950.00	D
Rehearsal Performance per 4 Hours (Monday to Thursday)	391.00	408.33	D
The Studio			
Per 8 hour performance with technical support:			
Monday to Thursday	375.00	387.50	D
Friday, Saturday and Sunday	433.00	450.00	D
Per 4 hour rehearsal with technical support:			
Monday to Thursday	225.00	233.33	D
Friday, Saturday and Sunday	270.00	279.17	D
Per 4 hours dressing room facility:			
Monday to Sunday	185.00	191.67	D
Per 8 hours dressing room facility:			
Monday to Sunday	278.00	287.50	D
Per 12 hour dressing room facility:			
Monday to Sunday	371.00	383.33	D
Workshops Per 1 hour (studio):			
Monday to Thursday (10am – 5pm) per hour	33.33	41.67	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	D
Workshops Per 4 hours (studio):			
Monday to Thursday (10am – 5pm)	241.00	250.00	D
Saturday to Sunday	POA	POA	D
Technical Support	POA	POA	
Education Room Hire			
Hourly Rate	25.00	25.00	D
Day Rate	85.00	85.00	D
Technical Support	POA	POA	D

THE BRINDLEY....continued

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Additional Charges			
Inclusion within the Brindley season Brochure	191.66	208.33	D
Brindley Website Facebook Advert	POA	POA	D
Brindley to manage ticket sales (per ticket)	0.46	0.46	D
Programme/Merchandise sales by Brindley staff	100.00	104.17	D
Merchandise Sales for Hirer by a Third Party (Per Show)	33.00	41.67	D
Additional technicians (per hour)	18.79	19.58	D
Pre rig (sound, lighting or stage) (Monday to Friday)	375.00	POA	D
Pre rig (sound, lighting or stage) (Saturday, Sunday or Bank Holidays)	416.00	POA	D
Use of the orchestra pit	29.10	33.33	D
Use of the Orchestra Pit (3 days +) Inclusive when hiring Brindley Theatre	Nil	Nil	D
Music Stands and Lights –			
Smoke Machine (day)	25.00	25.00	D
Smoke Machine (3 days +)	75.00	75.00	D
Haze Machine (day)	25.00	25.00	D
Haze Machine (3 days +)	75.00	75.00	D
Radio Mics (each)	31.67	31.67	D
Radio Mics (3 days +) (per mic)	95.00	95.00	D
Music Stand and Light (day)	4.17	4.17	D
Music Stand and Light (3 days +)	12.50	12.50	D
Theatre Projector (day)	137.50	141.67	D
Theatre Projector (3 days +)	412.50	425.00	D
Studio Projector and Screen (day)	71.66	79.17	D
Studio Projector and Screen (3 days +)	215.00	237.50	D
Desktop Projector Education Room (day) - New 2023/24	33.33	33.33	D
Desktop Projector Education Room (3days +) - New 2023/24	100.00	100.00	D
TV Monitor 65' and Stand (day)	64.17	66.67	D
TV Monitor 65' and Stand (3 days +)	192.50	200.00	D
Harlequin Dance Floor (day)	79.10	91.67	D
Harlequin Dance Floor (3 days +)	237.00	275.00	D
Star Cloth (day)	92.50	95.83	D
Star Cloth (3 days +)	277.50	287.50	D
Gauze (day)	47.50	50.00	D
Gauze (3 days +)	142.50	150.00	D
Pyrotechnics (day)	POA	POA	D
Pyrotechnics (week)	POA	POA	D
Steinway Grand Piano – (Theatre only) (day)	133.00	150.00	D
Steinway Grand Piano – (Theatre only) (3 days +)	400.00	450.00	D
Steinway Grand Piano tune (Theatre only) (weekday)	141.00	POA	D
Steinway Grand Piano tune (Theatre only) (weekend)	175.00	POA	D
Post show bar	125.00	133.33	D
Corkage Per Bottle (Wine)	8.33	8.33	D
Café Facility Per Hour (outside of normal opening hours) OR Café Space Hire	50.00	54.17	D
Movers Package (12) (Beam/Wash) (Day)	166.67	166.67	D
Movers Package (12) (Beam/Wash) (3 Days+)	500.00	500.00	D

REGISTRARS SERVICE**

	2024/25	2025/26	Statutory / Discretionary Charge (S/D)
Boston Suite and Lounge			
Monday to Thursday	350.00	370.00	D
Friday	410.00	430.00	D
Saturday	460.00	480.00	D
Sunday (11am to 1pm)	510.00	530.00	D
Bank Holiday	610.00	630.00	D
Civic Suite, Runcorn Town Hall			
Monday to Thursday	460.00	480.00	D
Friday	460.00	480.00	D
Saturday	510.00	530.00	D
Sunday (11am to 1pm)	560.00	580.00	D
Bank Holiday	660.00	680.00	D
Leiria or Members Room, Runcorn Town Hall			
Monday to Thursday	410.00	430.00	D
Friday	410.00	430.00	D
Saturday	460.00	480.00	D
Sunday (11am to 1pm)	510.00	530.00	D
Bank Holiday	610.00	630.00	D
Council Chamber Runcorn Town Hall and Approved Premises			
Monday to Thursday	570.00	590.00	D
Friday	570.00	650.00	D
Saturday	630.00	650.00	D
Sunday	730.00	750.00	D
Bank Holiday	830.00	850.00	D
Note** - All charges are listed as discretionary but do include a statutory element applied by the General Registry Office			

REPORT TO: Executive Board

DATE: 14 March 2024

REPORTING OFFICER: Operational Director ICT & Support Services

PORTFOLIO: Corporate Services

SUBJECT: ICT Rolling Capital Programme

WARD(S) 'Borough wide'

1.0 PURPOSE OF THE REPORT

1.1 To present a business case for the approval of the ICT Rolling Capital Programme supporting the requirements of the transformation objectives and the development of a Halton Digital Strategy.

2.0 RECOMMENDATIONS: That

- (i) **The development of the Council's digital strategy as set out in the report, be noted;**
- (ii) **The proposal to fund this development by increasing the annual ICT rolling capital programme by £0.5m as outlined in paragraph 5.7, be agreed;**
- (iii) **Council be recommended to increase the annual ICT rolling capital programme from £0.7m to £1.2m within the 2024/25 capital programme.**

3.0 SUPPORTING INFORMATION

- 3.1 A Digital Halton strategy will cover the detail of the technology platform road map ahead, and will also support the delivery of the Re-Imagine Halton Transformation Programme. This fits together with the development of the technologies and platform expansion associated with the "Customer Journey" Transformation project within the wider corporate programme.
- 3.2 As the Authority moves toward a significant programmed service transformation, it is essential that the underpinning technology supports the re-Imagination of Halton.
- 3.3 It should be emphasised that this is a paradigm shift this away from traditional ways of delivering core IT operations for the Councils business areas and change demand.

- 3.4 The technology delivery teams fully understand that frontline services want technology to just work and don't have the time or need to understand the detail of what is/has been happening in the background.
- 3.5 All services, however, will be directly affected by the transformation of their technology assets over the coming weeks /months / years.
- 3.6 When we talk about digital strategy the thought process must evolve beyond laptops and Microsoft Office 365, which is simply a module within the highly capable platform. We are now moving into the realms of platform strategy and how as a business do we use to the full extent of the investment made within these considerable platforms.
- 3.7 We need to change and develop Contact Centre Systems, we need to deliver Interactive Web & Social Media Services, we need to be considering Artificial Intelligence (Ai) together with its secure use. We need as an organisation the delivery and support capability to embrace this new way of working before the cost of delivery increases to unaffordable levels through manual process.
- 3.8 Investment is required to deliver this digital vision, new capability, people skills, and platforms.
- 3.9 Platforms are available that will reduce the salaried resource within the wider business, Ai solutions all be it in their infancy are available and ready to be deployed.
- 3.10 The Authority needs to invest in a centralised platform to reduce costs within the wider organisation and remove outdated service models within the business as well as at the front door to the service areas.
- 3.11 This should link to a clear corporate vision allied with a transformation strategy to use and innovate through a single technology platform.
- 3.12 The Technology and Transformation teams have the ability in-house to programme manage and deploy these digital frameworks and platforms effectively but will require the financial commitment to do so.

- Funding for change is essential.
- To train, deploy and link up 2,600 internal systems users, 130,000 residents, and schools users, is a considerable task.
- Digital capability and key skill needs to be spread wider and the capability improved to support digital and business transformational change.

A focus upon Zero Touch technology management, with improved user capability, is essential and self-help will become more prevalent.

- 3.13 Together with projects looking to reduce the scale of the data centre footprint through the use of a Hybrid cloud, and the way in which the authorities current considerable and complex network secures our daily access through Zero-Trust design, with a firm objective to simplify and develop new ways of access-based working into the future.

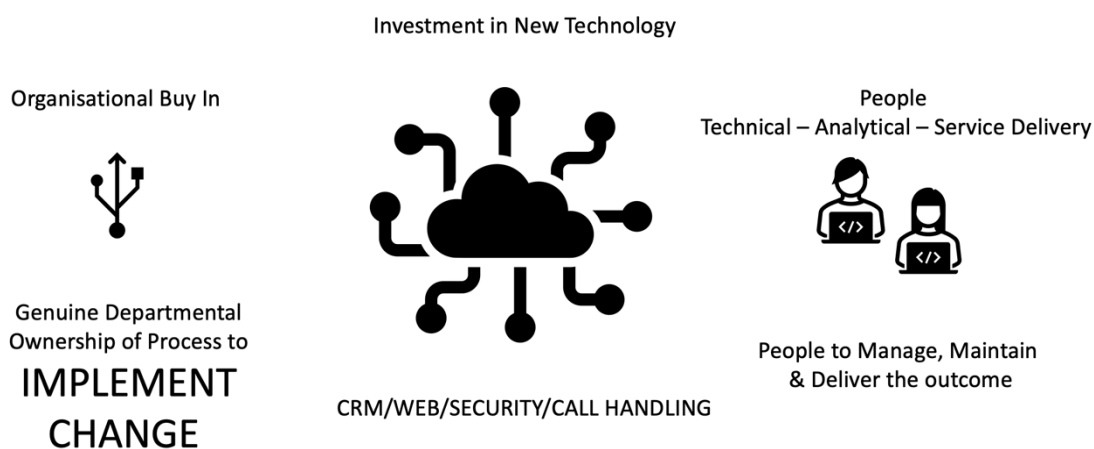
4.0 **POLICY IMPLICATIONS**

4.1 None identified at this stage.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 As a department, ICT services has over many years squeezed the maximum value out of purchased software products and where possible has developed in-house software systems that have essentially been at no cost to the authority. However for reasons previously explained, increasing customer expectations and technology redundancy coupled with pressure from suppliers to move to a pay-as-you-go cloud solution are now serious drivers to modernise our systems. Now is the right time to move into a new technology environment to enhance the customer user experience, and facilitate the transformation programme objectives a platform upon which to develop and re-design the authority as a business.
- 5.2 It is important to consider the cost benefit balance. Old systems become increasingly unreliable for users and are expensive to maintain. They can be and in some cases are now a blocker to developing more efficient service delivery mechanisms. By investing in the new technologies we can have simplified and automated systems with greater levels of integration into back-office systems allowing for a 'Single pane of glass' experience for customers.
- 5.3 For service managers, investing in new technology will facilitate easy access to real time dashboards and reporting solutions empowering them to make strategic business decisions based on real time data.
- 5.4 In order to successfully deliver transformational change, 3 elements need to be in place as illustrated in the diagram below. We should recognise that we have squeezed as much value out of our physical assets and staffing resource as we can, but in order to make further savings, investment is necessary both in software and hardware and also in staff to ensure the outcomes we wish to deliver can be achieved and maintained:

5.5 What Do We Need To Deliver This:



5.6 As previously mentioned, investing in this technology will support the “Customer Journey” transformation project. This workstream is an enabler; the new systems we are proposing to be put in place will benefit the authority as a whole by providing an automation platform that any service can access, allowing managers the opportunity to redesign their service delivery mechanisms and free up service capacity.

5.7 It is proposed that this be funded by the existing ICT Capital programme supported by additional capital investment delivering a long-term platform for change, also a platform capable of evolving as technology and demand evolves. It is therefore proposed that the annual ICT rolling capital programme be increased from £0.7m to £1.2m.

6.0 **IMPLICATIONS FOR THE COUNCIL’S PRIORITIES**

The business case for technology investment outlined in this report will enable transformational change to be delivered within service areas across the authority and support the other workstreams comprising the Re-imagine Halton transformation programme.

It is important we invest in technology platforms that will allow our customers, both internal and external, improved user experience and access to services by facilitating self- service, 24/7, multi-channel delivery. Service managers will also benefit from having access to a platform for facilitating the redesign of the way they deliver their services to improve service efficiency and build capacity.

6.1 **Children & Young People in Halton**

As 6.0

6.2 Employment, Learning & Skills in Halton

As 6.0

6.3 A Healthy Halton

As 6.0

6.4 A Safer Halton

As 6.0

6.5 Halton's Urban Renewal

As 6.0

7.0 RISK ANALYSIS

7.1 Failure to invest in new technology to facilitate transformative change risks the gradual erosion of service levels and loss of capacity to make transformational change in the future.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The authority's policies and process will be followed.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 None

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

REPORT TO: Executive Board

DATE: 14 March 2024

REPORTING OFFICER: Executive Director, Adults

PORTFOLIO: Adult Social Care

SUBJECT: Halton Integrated Sensory Support Service

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To reflect on the performance of the integrated Sensory Support Service and consider the future of the service through a direct award.

2.0 RECOMMENDATION: That Executive Board

- 1) note the contents of the report; and
- 2) approve a Waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders, for a direct award to support the continuation of the provision of Integrated Sensory Support Service in Halton delivered through contract with Visions Support for the period from 1st July 2024 to 30th June 2029.

3.0 SUPPORTING INFORMATION

3.1 Background

3.1.1 Following a procurement exercise the Halton Sensory Support Service was setup 2018 as an integrated approach to meeting the needs of visual and hearing-impaired residents across the borough. The service is run by Vision Support in partnership with the Deafness Resource Centre following their successful collaborative tender for the provision. Prior to this time the two services delivered provision under separate contracts.

3.1.2 The service is further supported by vision rehabilitation officers in-house to the Council. While these posts were intended to be part of the integrated service they primarily work out of Council offices but work in close contact with other elements of the service. The two posts support individuals with identified needs through the care management process within Adult Social Care. The majority of the work undertaken by the two officers lends itself to outreach activity and as such they co-ordinate with both care management and the Sensory Support Service accordingly.

- 3.1.3 The initial contract ran to 30th June 2021 and a further two 12-month extensions were invoked. An Executive Board agreement for a further 12 months of service from 30th June 2023 to 30th June 2024 was made in lieu of a service review which had not been possible over the course of the pandemic and its immediate aftermath.
- 3.1.4 The Adult Social Care contract is a major financial contributor to the service, currently offering an income of £114,023 per annum. They further seek funding from other sources and have secured some funding from Children and Families services and through a lottery grant.
- 3.1.5 This current service charges have not been uplifted in-line with inflation since contracting in 2018. It is therefore recommended that an inflationary uplift is built into a new contract. The current Adult Social Care contract runs to 30th June 2024.

3.2 **Service performance**

- 3.2.1 The service has consistently and successfully reached out to the visually and hearing-impaired communities of Halton, promoting service out of the base at 126 Widnes Road but also being engaged in outreach and networking opportunities both through the Council, in conjunction with health service and in partnership with wider third sector forums. The service managed a substantial programme of continuous contact and remote support during the pandemic to maintain connections with service users and offer support.
- 3.2.2 Performance figures to date for 23/24 (covering quarter one and quarter two) are given at Appendix One. To pick out a few headlines, these indicate overall service user satisfaction with the service and that all staff are appropriately trained to meet the remit of their role. The service has provided 179 people with information specific to their condition over the 6-month period, closed 173 cases, provided 206 people with equipment, conducted 283 reviews to people with low vision and referred them for further assessment.
- 3.2.3 Appendix Two gives cases studies for the period from both a hearing impairment and vision impairment perspective.

3.3 **Future delivery of the service**

- 3.3.1 It is felt that the service is operating well and serves a valuable support mechanism to the target audience being reached. The service offers positive impact on the prevention agenda and supports delay of great need for services.
- 3.3.2 The service has developed good relationships across the borough in order to make appropriate and timely referrals.
- 3.3.3 It is believed that little or no other market options exist within the borough –

Vision Support and the Deafness Resource Centre collaborated for the current service, having delivered it previously on separate contract. No other service tendered for the contract in 2018 and there is no further intelligence to indicates additional market entrants.

- 3.3.4 In view of these details, it is recommended that a direct award should be granted. It is recommended that a further five-year contract is offered, as this will offer the service the financial stability to sustain and develop the service.
- 3.3.5 Were a direct award to be offered the service specification for re-contracted would need some small revisions based on how the provision has been delivered in practice. This would need to reflect the fact that the Vision Impairment Rehabilitation Workers are still based within Council offices. It would also require some revisions to the data processes and performance measures, based on what can be captured.
- 3.3.6 A waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders is sought to award Halton Integrated Sensory Service a five-year contract from 1st July 2024 to 30th June 2029.

4.0 **POLICY IMPLICATIONS**

- 4.1 The service form part of the Adult Social Care offer of provision and meets statutory requirements in relation to support for visual and hearing impairments. Halton Integrated Sensory Support Service offers specialist expertise, as well as knowledge of, and established partnerships across, the borough.

5.0 **FINANCIAL IMPLICATIONS**

- 5.1 Waiver in compliance with Standing Order 1.14.4 of part 3: Non-Emergency Procedures (exceeding a value threshold of £100,000) on the basis that no other known provision is understood to exist.
- 5.2 Awarding a contract to the existing provider would sustain the current structure and operations of the services which providers support, including preventative intervention, to vulnerable adults.
- 5.3 The waiver would be effective for the period 1st July 2024 to 30th June 2029.
- 5.4 The total financial cost to the adult social care budget for the 5-year contract would be £620,300 (accounting for a 9% uplift, which has been indicated as the operating costs by the service).

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

- 6.1 **Children & Young People in Halton**
N/A
- 6.2 **Employment, Learning & Skills in Halton**

N/A

6.3 A Healthy Halton

This service makes an important contribution to the health and social care system in Halton.

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 This contract falls below the current EU Light Touch Regime threshold of £663,540 and subsequently the risk of challenge will be negligible.

7.2 The Service will continue to be monitored to ensure that the Council and Halton residents receive value for money.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The service is focussed on residents of the borough with sight and hearing impairments. As such they fall within the protected characteristic, under the Equality Act 2010, of disability.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 There are no environmental or climate implications as a result of this report.

KEY DECISIONS ON THE FORWARD PLAN

10.0 REASON(S) FOR THE DECISION

10.1 This is an existing service which is operating well. It is believed that no other market competition exists within the borough.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 The service could go out for full tender. However, when the service was last tendered it was tendered as an Integrated Sensory Service. The organisations which already delivered the elements of the service, for sight and hearing impairment needs, came together to submit a bid. No other submissions were made.

11.2 Ceasing delivery of the service would impact negatively on a vulnerable cohort of the borough's population and likely result in more costly, crisis intervention being made. The service impacts heavily on preventing and delay need for more intensive service.

12.0 **IMPLEMENTATION DATE**

12.1 To assure continuity of service a further contract needs to be in place by 1st July 2024, as the current contract expires on 30th June 2024.

13.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

13.1 None identified.

Appendix One – Performance Figures – April to September 2023

Outcome objective		Measure	Quarter 1 – 23/24	Quarter 2 – 23/24
People with sensory impairments are offered a full range of services that address their eye/ear health, emotional, physical, and financial needs and those of their carer as appropriate	People will have access to a range of different services	number of people receiving info about specific condition (hearing or sight loss condition)	74	105
		Number of people referred to/provided with financial social care support	86	91
		Number of people referred to/provided with advice and practical support to manage medication	23	25
		Number of people where low vision needs are reviewed and referred for a low vision assessment, aids or training if needed	138	145
		Number of people provided with communication support including reading writing, telling the time and using telephone and mobile phone	268	282
		Number of people provided with IT support/ training	51	56
		Number of carers referred for a carers assessment	4	3
		Number of people given information, advice and guidance on emotional support or counselling services	67	74
		Number of people referred to health professionals such as GP, OT, Physio, District nurse, diabetic nurse etc	38	42
		Number of people provided with advice and support around social activities	148	159
		Number of people referred to Disability Employment advisor, a 3rd sector employment support provider or given advice on specialist equipment for employment	4	6
		Number of people referred to advice information and support around education and training.	6	8
		Number of people provided with equipment	80	126

Outcome objective		Measure	Quarter 1 – 23/24	Quarter 2 – 23/24
All people with sensory impairment are provided with a rehabilitation plan within 28 days based on goals agreed at assessment	100%	Number of people signposted to support or suppliers to purchase additional pieces of equipment	51	54
All people with sensory impairments are provided rehabilitation services free of charge to meet agreed assessed needs	100%	Percentage of people who are happy with the service/support they have received	100%	100%
		Percentage of people who report that they received information about services and or support in a timely manner	100%	100%
All people with sensory impairment are provided with equipment, aids or minor adaptations free of charge when it has been assessed that these help reduce, prevent or delay the need for more costly care	100% receive equipment	Percentage of people who received information in their preferred accessible format.	100%	100%
	free of charge	Number of cases closed in the quarter	70	103
All people with sensory impairment receive information about services or support in a timely manner and in their preferred accessible format.		Number of people who have re-accessed the service in the period	33	42
		100% of all staff working on the project have appropriate training for their role	100%	100%
		100% of staff have completed all of their mandatory training and received refreshers as required	100%	100%

Appendix Two

Hearing Impairment

Case Study One

Mr C has started attending the Hard of Hearing Group and was delighted that he was able to talk to other people about his feelings regarding his hearing loss.

He admitted that he has reduced his time spent socialising as he can't keep up with the conversation with his friends when there is too much background noise. As a result, he has suffered from depression and could feel himself getting very anxious about this.

Whilst at the group we set up an Artone neck loop and microphone for him to try. He was immediately drawn more into the conversation and couldn't believe how clear it was.

His actual words were; 'Wow, this is unbelievable, I haven't heard like this for a very long time. I am actually looking forward to going out with the lads to try this out!'

Following on from his visit to the group, Mr C called in to the office to update us on how he has been getting on with the Artone equipment.

He said 'It's been amazing, I went out and stayed at the club the whole evening instead of having to go home early, which I had been doing because I was getting so frustrated at not being involved in the conversation. I could still hear the background noise but the equipment enabled me to hear the voices of my friends over this. It has truly been life changing for me and have got my social life back and am feeling much brighter in myself'.

Case Study Two

Mr H was referred to us by Surestart to later life. He has been having difficulty with his two hearing aids, but as he is bed bound and sadly on end of life care and cannot go out to get them sorted out.

He is living in his bedroom and his only form of entertainment now is the television. He has to have it on very loud to hear it and it is causing stress amongst the rest of the family living in the house.

We managed to set up a Sonnumax TV aid which he used with over the ear headphones and he can now hear the TV through these even when there is no volume on the TV. He was relieved and delighted as he was feeling a nuisance to his family and was becoming extremely depressed about it. He can also now watch TV if he is awake in the early hours of the morning which he very often is.

His wife can also come up and watch some TV with him now as it isn't too loud for her and she can watch it at a comfortable volume, which means he can have some company and doesn't feel as isolated.

Both Mr H and his wife were very grateful that we were able to help their situation and told us that 'They can't thank us enough for bothering to come out and help them. You've no idea how grateful we are and it's so good to know that someone cares'.

Vision Impairment

Case Study One

We were contacted by one of our Service Users (SU) daughters, as she was struggling to manage her father's many hospital appointments due to her living outside the borough and having increased health problems of her own.

Through this contact we became aware that the SU was missing crucial medical appointments as his daughter was struggling to arrange the correct hospital transport for him and the SU 'didn't want to make a fuss' and 'be a burden to his daughter', so he hadn't let us know that the situation had developed.

Once our Rehabilitation Assistant (RA) became aware of the situation they managed to establish that they were contacting the wrong patient ambulance service. Through further investigation, the RA realised that the SU had a Warrington postcode but is classed as part of Halton from an electoral ward point of view. The boundaries set by the North West Patient Transport Service meant that the North Staffordshire contact centre cover this postcode, rather than Cheshire/Merseyside, which had led to the confusion.

We were eventually able to book the correct transport for the SU and have been able to organise an escort as well, as the SU has significant hearing loss in addition to his vision impairment.

In addition, during our discussions with the SU's daughter she mentioned that her dad was also having problems with some white goods in his home, namely his freezer and was unable to afford a replacement. After talking through the various options for resolving this, our RA established that the SU had previously served in the armed forces and suggested we contact Blind Veterans for financial support. Having got agreement to do this the RA made an application to Blind Veterans and they were able to provide a new freezer for the SU and are also now offering him ongoing support, by way of visits and telephone calls.

Case Study Two

We have regularly been supporting one of our more isolated Service Users (SU) who lives on a mobile home park and who struggles financially.

We became aware that he was struggling to pay his electricity bill, as his energy was supplied via the site and therefore didn't receive any of the recent monthly Government Energy Payments.

Our Rehabilitation Assistant (RA) therefore spoke to Eon who supply the site and they confirmed that legislation didn't allow for people who 'weren't supplied in the normal way' or were considered to live "off grid" to receive any grants.

However, the SU lives alone, has no family or friend support network and is totally blind, so the RA decided to contact the National Association of Park Home Residents (NAPHR) on his behalf to see if they could assist. Unfortunately, they confirmed that this was the case and no financial support was available despite many other residents contacting them about this issue. They in turn were raising the issue with Department for Business and Industry/Treasury.

They asked that we also contact the SU's MP to add his details to those raising this as an issue, which the RA subsequently did. Having taken the action requested, our SU later received a letter from NAPHR, confirming that the Treasury had agreed to award a one-off payment to people in his situation.

The payment had to be applied for, via GOV.UK, as there wasn't an automatic award and any award would then be made via the Local Authority, rather than the energy companies. We supported the SU to make an application online and we are pleased to report that the SU has now received a £400 energy payment.

REPORT TO: Executive Board

DATE: 14 March 2024

REPORTING OFFICER: Executive Director, Adults

PORTFOLIO: Adult Social Care

SUBJECT: Home Based Respite Care Service in Halton

WARD(S): Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 Board approval is sought for a Waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders, for the granting of a direct award to support the continuation of the provision of the Home-Based Respite Care Service in Halton, to be delivered by Care at Home Group Limited for an 18-month period from 19th April 2024 to 18th October 2025.

2.0 RECOMMENDATION: That Executive Board

- 1) Note the contents of the report; and
- 2) Approve a Waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders, for a direct award to support the continuation of the provision of the Home-Based Respite Care Service in Halton delivered by Care at Home Group Limited for the period from 19th April 2024 to 18th October 2025.

3.0 SUPPORTING INFORMATION

3.1 Home Based Respite care provides practical help, personal care and emotional support to people in their own homes, replacing the care normally provided by their informal carer and allowing that carer to have respite from their caring. The Service therefore supports carers and the cared for to help them remain independent for as long as possible.

The service aims to support both the carer and the cared for in enabling regular carers respite. This allows carers to have time away from their role as informal carer, whilst maintaining a safe and consistent level of support to the individual.

3.2 Respite is often used as an umbrella term, referring to a broad spectrum of activities encompassing home based services. It is generally acknowledged that respite varies according to its nature, circumstances of provision, who it is

provided by, or to and when it is available. For the purposes of this contract the service:

- is for planned respite;
- offers flexibility in service provision and service delivery;
- supports carers of people who live at home with a long-term condition that restricts their ability to get out of their home on their own;
- is delivered to Halton residents;
- is available to adults over 18; and
- is for any adult carer who is identified as having a need.

3.3 Crossroads Care North-West had delivered the Home-Based Respite Care Service in Halton for a number of years. However, in March 2023, we received notification from the provider that the company would be going into liquidation and no longer be in a position to deliver the service.

Due to the short notice received and in order to ensure provision could continue, on advice from the Council's Procurement Team, an Expression of Interest exercise was undertaken to source an alternative provider and as a result of this exercise, Care at Home Group Limited (CAHG) were commissioned to deliver the service. The contract that was put in place with the provider was for twelve months and commenced on 19th April 2023.

3.4 As well as being registered with the Care Quality Commission for the provision of personal care, to ensure that the service delivered by CAGH is of the necessary quality, we have robust contract management arrangements in place, which consists of monthly and quarterly provision of both quantitative and qualitative information and half-yearly monitoring meetings with the provider.

3.5 A waiver in compliance with Procurement Standing Order 1.14.4 iv of part 3 of Procurement Standing Orders is sought to award CAHG an 18-month contract from 19th April 2024 to 18th October 2025.

During this period, we will aim to commence a new procurement process for the supply of a Home-Based Respite Care Service in Halton and it is anticipated that the contract would be for a 3-year period.

4.0 **POLICY IMPLICATIONS**

4.1 Continuing this service supports the Council in its development of out of hospital services with NHS Cheshire & Merseyside and in respect to the One Halton placed based approach. It also supports our commitment to providing breaks for carers in line with local and national targets and to assist people to live in their own homes and remain independent for as long as possible.

5.0 **FINANCIAL IMPLICATIONS**

5.1 Waiver in compliance with Standing Order 1.14.4 of part 3: Non-Emergency Procedures (exceeding a value threshold of £100,000) on the basis that a full

tender process would result in the Council having to forego a clear financial or commercial benefit (1.14.4 iv).

- 5.2 Awarding a contract to the existing provider would support continuity of care for a vulnerable client cohort and allow for sufficient time to undertake a new procurement process.
- 5.3 The waiver would be effective for the period 19th April 2024 to 18th October 2025.
- 5.4 The total financial cost to the pooled budget for the 18-month contract would be £187,110.

The cost of this contract will be met within existing Better Care Fund budget allocations.

- 5.5 Home Based Respite Care is usually provided on a regular weekly basis for between 1 - 4 hours. The actual number of hours that are delivered to an individual will be based on need. This figure will be determined as part of the development of the individuals care plan, this can be completed through an agreed assessment and may be required at evenings/weekends and in some circumstances may require sleeping/waking nights.

Based on the contract value, during the course of the contract there would be expectation that CAHG would provide 9,000 hours of respite. This is based on the current Domiciliary Care provider rate of £20.79 per hour. Please note that as the contract would run into the financial year 2025/26, then we would review the hourly rate with the provider towards the end of 2024/25 to explore if an inflationary uplift was required to the contract.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

N/A

6.2 Employment, Learning & Skills in Halton

N/A

6.3 A Healthy Halton

This service makes an important contribution to the health and social care system in Halton.

6.4 A Safer Halton

N/A

6.5 Halton's Urban Renewal

N/A

7.0 RISK ANALYSIS

7.1 This contract falls below the current EU Light Touch Regime threshold of £663,540 and subsequently the risk of challenge will be negligible.

7.2 The Service will continue to be monitored to ensure that the Council, NHS Cheshire & Merseyside and Halton residents receive value for money.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 None identified.

9.0 CLIMATE CHANGE IMPLICATIONS

9.1 There are no environmental or climate implications as a result of this report.

10.0 REASON(S) FOR DECISION

10.1 Approval of the Direct Award to Care at Home Group Limited for an 18-month period would support continuity of care for a vulnerable client cohort and allow for sufficient time to undertake a new procurement process for the service.

11.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

11.1 1. Allow the Home-Based Respite Service to cease.

12.0 IMPLEMENTATION DATE

12.1 The 18-month contract would take effect from 19th April 2024.

13.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

13.1 None identified.

REPORT TO: Executive Board

DATE: 14 March 2024

REPORTING OFFICER: Executive Director Environment & Regeneration

PORTFOLIO: Environment and Urban Renewal

SUBJECT: Preliminary Estimates for Street Lighting Energy Procurement

WARDS: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To seek approval for the Council to utilise Dukefield Energy (formerly Utilities Procurement Group UPG), as specialist Energy advisor for the Council's un-metered electricity supply contract for street lighting, Utilising the 'National Public Sector Energy Framework' in accordance with Procurement Standing Order 1.4.1 and to record that the anticipated expenditure is likely to be over £1.0M per annum.

2.0 RECOMMENDATION: That

The Board endorse:

- 1. the use of the use of the 'National Public Sector Energy Framework' for the purchase of un-metered energy in compliance with Procurement Standing Order 1.4.1;**
- 2. It be recorded that the expenditure is anticipated to be in excess of £1.0M per annum; and**
- 3. that Dukefield Energy continue to be used to manage our street lighting energy provision.**

3.0 SUPPORTING INFORMATION

- 3.1 Since October 2001, the Council's un-metered electricity (energy for street lighting and other highway electrical equipment) has been procured through Dukefield Energy formerly known as UPG (Utilities Procurement Group) who are an energy procurement specialist to the public sector. Prior to using Dukefield, un-metered electricity was purchased from Scottish Power using a former Cheshire County Council contract, which was negotiated with a sole supplier, as was the procedure prior to the market being opened up to competition. When Dukefield commenced our energy procurement, they included us in a

tender with other local authorities and tenders were received from six companies; this has happened each time the supplier has changed. Dukefield use their knowledge of the market to determine the best time to seek tenders, as the energy market is very volatile and rates change due to worldwide events such as turmoil in the Middle East, Ukraine war, plus economic data in the UK. The first contract through Dukefield commenced in April 2002 and initially was awarded to Eon (previously Powergen), and then has been awarded to the following companies:

- Eon (previously Powergen) – April 2002 until 31 March 2007
- Scottish and Southern Energy - April 2007 until 31 March 2011
- Haven Power – April 2011 until 31 March 2015
- British Gas – April 2015 until 31 March 2017
- SSE Energy – April 2017 until 31 March 2022
- SSE Energy – April 2022 to 31 March 2024

- 3.2 The current contract with SSE Energy expires on 31st March 2024; therefore, we will be looking for Dukefield to invite Tenders on our behalf for supply of energy from April 2024 onwards for a period of between 12 and 36 months as recommended.
- 3.3 The total Annual spend currently equates to an annual cost of around £1.5 Million.
- 3.4 A preliminary recent market enquiry with our current supplier suggest the new rates will represent an annual decrease of up to 18% / £300k, depending on length of contact term chosen (i.e. 1, 2, or 3 year contract period).
- 3.5 If any electrical equipment is installed or removed, then the total amount payable will be adjusted accordingly. The current LED upgrade programme is reducing the energy consumption monthly as work progresses. The total amount payable is determined from an itemised listing of our equipment which is determined from our inventory and converted into the required format and submitted by Dukefield, on our behalf, to Scottish Power (the Distribution Network Operator (DNO)), who in turn issue a Certificate of monthly Consumption based on the burning hours recorded for that month. The certificate is updated every month; therefore, any equipment removed/added is included within a relatively short period of time.
- 3.6 The Street Lighting Energy contract needs to be accepted within a very short timescale, generally on the same day as the offer, due to the rapid changes in the prices charged for electricity, which can result in an offer being withdrawn at short notice. This was done after consultation with the Council's Finance and Internal Audit Sections who supported the Executive Director's acceptance of it. The process has been reviewed by Internal Audit, who are satisfied that the system represents good value for money for the Council.

3.7 Standing Orders require the following information:

- (i) Budget approval, including budget, funding and cost centre code;

The budget is an existing approved budget for street lighting

- (ii) The whole life cost of the project, including the revenue costs associated with the project;

The whole life costs relate to the supply of energy only

- (iii) Total contract term, including any extension periods;

The contract term will be 1, 2, or 3 years, the term chosen on the basis of whichever offers the most favourable option to the Council. There will be no extension.

- (iv) How the supplier is to be selected (in accordance with Procurement Standing Order 1.5.1);

The supplier is to be selected utilising the 'National Public Sector Energy Framework' in accordance with Procurement Standing Order 1.4.1

- (v) Identification of potential project risks and controls;

The contract relates only to the supply of energy and seeks to fix the price of energy. There are limited options risk and controls beyond the contract terms.

- (vi) How the project links with departmental and corporate objectives;

The contract relates to the supply of energy for street lighting and other highway electrical equipment. It is essential to public safety objectives.

- (vii) The business case in support of the proposal, including details of how value for money, transparency, propriety and accountability would be achieved and the position of the contract under the PCR 2015.

Without energy, signals and street lights will not function. Without an energy supply contract then high cost out-of-contract rates will be applied by the existing supplier. The contract is to be awarded under a national procurement framework, meeting the criteria set out above.

4.0 POLICY IMPLICATIONS

4.1 None

5.0 OTHER IMPLICATIONS

5.1 Resource Implications

Funding for these energy costs is provided through the Street Lighting Revenue Budget.

5.2 Sustainability

Where possible, energy is purchased from renewable sources and is therefore exempt from the Climate Change Levy (CCL).

5.3 Value for Money

The use of an energy procurement specialist provides good value for money as it advises on the most appropriate time to purchase electricity. Dukefield can combine tenders with other bodies that are looking to procure at similar times to offer economies of scale for the Council.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no direct implications on this priority

6.2 Employment, Learning and Skills in Halton

There are no direct implications on this priority

6.3 A Healthy Halton

There are no direct implications on this priority

6.4 A Safer Halton

This contract provides electricity for the operation of all highway electrical equipment, which includes Traffic Signals, street lighting and CCTV, all of which contribute to a safer / feeling of a safe environment.

6.5 Halton's Urban Renewal

There are no direct implications on this priority

7.0 RISK ANALYSIS

7.1 No risks anticipated with acceptance of this Procurement Strategy.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no equality and diversity implications arising as a result of the proposed action.

9.0 CLIMATE CHANGE IMPLICATIONS

The current LED upgrade programme is reducing the energy consumption monthly as work progresses. Where possible, energy is purchased from renewable sources and is therefore exempt from the Climate Change Levy (CCL)

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 10.1 Report to Executive Board Sub-committee on 12 February 2009
- Report to Executive Board Sub-Committee on 10 February 2011
- Report to Executive Board on 29th March 2012
- Report to Executive Board on 28th February 2013
- Report to Executive Board on 11th July 2013
- Report to Executive Board on 26th March 2015
- Report to Executive Board on 20th April 2017
- Report to Executive Board on 17th February 2022

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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